Making the Weekly Planner Work for You

A weekly planner not only helps you find time to get homework done, it can show you when you’ve taken on too many responsibilities. By mapping out everything you have to do, you can establish a workable schedule for the semester. Follow the guidelines below to build your weekly schedule.

# Add Activities that take place every week

First, add activities that re-occur at the same times on a weekly/daily basis by writing or typing them into the square that corresponds to the day and time when the activity takes place. Include anything that takes time, like:

* In-person class times
* Work hours
* Club Meetings
* Gym workouts
* Family obligations
* Breakfast/Lunch/Dinner

# Plan Times to Study

Now that you have all your time-dependent commitments mapped out, you can see the time you have available for studying – including online class work. **For online classes, you should expect to work three (3) hours a week for every course credit.** So, if your Psychology class is 3 credits, expect to spend about 9 hours a week going through course material, studying, and completing assignments. As you plan your study times, consider the following:

* When are you most alert? In the mornings, afternoons, or evenings? Try not to schedule study times for hours when you know you will be too tired to focus.
* If you have time to study or do homework soon after a class ends, course material will still be fresh in your mind.
* You’ll remember more if you spread out study times instead of trying to get everything done in one huge block of time. For example, 2 hours of studying on Monday, Wednesday, Friday is better than 6 hours on Sunday.
* Don’t forget to leave time for travel between locations and rest breaks.
* Leave time for fun! Relaxing and having fun aren’t a waste of time - they allow you to rest and recharge. Without down time, you run the risk of burning out and getting sick.

# Don’t Be Afraid to Change Your Schedule If It Isn’t Working

Remember that scheduling your time is supposed to make life easier – not harder. If something isn’t working, don’t be afraid to change it. If you planned on studying after work but find you’re just too tired, find a different time.

Look at the example schedule below, then create your own. There is no such thing as a good or bad schedule – only ones that work for you and ones that don’t!

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| **Start Time** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| 6:00 | **E** | **X** | **A** | **M** | **P** | **L** | **E** |
| 6:30 |  |  |  |  |  |  |  |
| 7:00 |  | Gym |  | Gym |  |  |  |
| 7:30 |  |  |  |  |  |  |  |
| 8:00 | WORK |  | WORK |  | BIOL-1 |  |  |
| 8:30 |  |  |  |  | Lab |  |  |
| 9:00 |  | WORK |  | WORK | SC-108 | WORK |  |
| 9:30 |  |  |  |  |  |  |  |
| 10:00 |  |  |  |  |  |  | Gym |
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| 11:00 |  |  |  |  |  |  |  |
| 11:30 | COMM-1 |  | COMM-1 |  |  |  |  |
| 12:00 | Online |  | Online |  |  |  |  |
| 12:30 |  |  |  |  |  |  |  |
| 1:00 | Lunch | Lunch | Lunch | Lunch | Lunch | Lunch |  |
| 1:30 |  |  |  |  |  |  |  |
| 2:00 | Comm-1 |  | Comm-1 |  | Comm-1 | Comm-1 | World |
| 2:30 | Study | BIOL-1 | Study | BIOL-1 | Study | Study | of |
| 3:00 |  | HU-112 |  | HU-112 |  |  | Warcraft |
| 3:30 | Biol-1 |  | Biol-1 |  | Biol-1 |  |  |
| 4:00 | Study |  | Study |  | Study |  |  |
| 4:30 |  | Biol-1 |  | Biol-1 |  |  |  |
| 5:00 |  | Study |  | Study |  |  |  |
| 5:30 |  |  |  |  |  |  |  |
| 6:00 | Pick up | Pick up | Pick up | Pick up | Pick up |  |  |
| 6:30 | sister | sister | sister | sister | sister |  |  |
| 7:00 | Dinner | Dinner | Dinner | Dinner | Dinner |  |  |
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| 8:00 |  | Comm-1 |  | Comm-1 |  |  |  |
| 8:30 |  | Study |  | Study |  |  |  |
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| **Start Time** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
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