

Your Schedule: Is Time on Your Side?

(Or are you putting time off to the side?)

HOURS	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
6 a.m.							
7 a.m.							
8 a.m.							
9 a.m.							
10 a.m.							
11 a.m.							
noon							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.							
7 p.m.							
8 p.m.							
9 p.m.							
10 p.m.							
11 p.m.							
midnight							
1 a.m.							

STEPS

- In the grid above, write in your weekly obligations (work, classes, club meetings, etc.)
- In another color, put boxes around "free time" hours.
- Multiply your total number of credits by 3. (for example, If you are taking 9 credits $9 \times 3 = 27$ hours).
- Count up the number of empty "free time" boxes you have.
- Do the math: Number of "free time" hours – (minus) the number of credit hours X 's (times) 3 (three).
- If you are in the negative you may be overloaded with responsibilities. Can any adjustments be made to your schedule?
- On the next page:
Make adjustments and build in study time.
See a counselor for help.

Creating a Schedule with Built-in Study Times

■ OK. Now try it again and build in study time. Some use three hours outside of class for every one hour of class time. *(Example: If you have a class that meets three hours a week, you should plan to spend nine hours per week outside of class for reading, writing papers, researching, test preparation, etc.)*

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