

MONTHLY CALENDAR

Sample "Schedule"

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 AM					
9:00 AM					
10:00 AM					
11:00 AM					
12:00 PM					
1:00PM					
2:00 PM					
3:00 PM					
4:00 PM					
5:00 PM					
6:00 PM					
7:00 PM					
8:00 PM					
9:00 PM					
10:00 PM					
SATURDAY					
SUNDAY					

Study Time Calculator

After completing the Time Tracker activity, it might be useful to see how much time you should spend studying for your courses. Use the following “formula” to determine time that should be spent studying for easy, average, and difficult courses.

“Easy Course” hours per week _____ x 2 = _____

“Average Course” hours per week _____ x 3 = _____

“Difficult Course” hours per week _____ x 4 = _____

Total Hours Accumulated _____

Now, reference the results of your “Time Tracker” activity. Do you need to make adjustments with respect to how your time is spent?

Ten Ideas for Better Time Management

1. Make class time your best study time.

- **Come prepared.** No time to read the whole assignment - at least survey it and review notes from previous class.
- **Listen attentively** and paraphrase information in your own words

2. Make a daily list and prioritize the items

- Keep it short - 5 or 6 items - both academic and personal
- Set small specific goals - i.e., read 5 pages in Psychology chapter

3. Make a weekly schedule. Schedule study time of two hours of study/ hour of class .

4. Use your daylight hours and minutes.

Stay on campus

- Find a quiet place to study and ease yourself into material by prereading first.

Set up blocks of time for study.

Use time in between classes to:

- Review notes right before class and right after class
- Memorize important terms (3 x 5 cards) or make a list

5. Make a semester calendar.

- Wall or desk calendar for major exams, due dates and meetings
- Pocket calendar - reminder of classes, appointments, meetings, errands

6. Don't procrastinate.

7. Concentrate on one thing at a time.

- Be active in what you are doing at the time
- Plan and take study breaks, study about 45 minutes with 5-10 minute breaks. 8. Use your weekly schedule. Learn to say "NO."

9. Set deadlines and reward yourself.

10. Be realistic in your expectations of yourself.

adapted from: Learning Center, School of Liberal Arts, Purdue