

◆ MAKING A SCHEDULE BASED ON YOUR NEEDS ◆

DIRECTIONS: Get a time schedule and block out time for the following ten steps. (Color-coding works best.) Schedules are available at ASC in the handout display.

1st Record class and lab times in appropriate day/hour blocks on a schedule sheet.

2nd Record meal times. Yes, scheduling time to eat is important for one's health.

3rd Record all regularly scheduled personal activities such as meetings, employment, and athletics and any other special activities you need to do or want to do on a regular basis.

4th Schedule a preview time (5-30 minutes) immediately before each class whenever possible. During the preview, review all or some of your notes in preparation for the upcoming class. If you have two or three classes in a row, preview from last to first class. Thus, if you have Chemistry and Art at 10 and 11, you might write "P: Art/Chem" in the block before your 10 o'clock class.

5th Schedule a review time immediately after your classes (5-30 minutes) whenever possible. Use this time to edit and summarize your notes. You could also look over any assignments that were given and begin to plan when and how you will do them. Thus for the schedule described above, you might write "R: Art/Chem" in the 12 noon block.

6th Schedule your intensive study/ review time for each class. Try to schedule some study time each day for each class. Learning is more effectively and efficiently accomplished in shorter regular sessions than in longer irregular sessions. Also, use more of the day (i.e. morning, afternoon) for studying. Evening is often an ineffective time to study. When you schedule study time, be task-oriented rather than time-oriented. Think in terms of "blocks of time" and what specifically needs to be accomplished, not hours of study time. Start your study period with the courses you like least or that you're not doing well in. Try to study the same subjects at the same time each study day. Although this seems to be a mechanical way of scheduling, you will find that such a routine can help you develop a pattern for efficient and effective learning.

7th Schedule a weekly review (WR) for each course. Do it at the end of the week if possible. This weekly review gives you an opportunity to spread out all of the past week's notes along with the reading assignments to see what you have been learning in the past week during class and study time for each course. You can also look ahead to plan the next week and determine how much reading you need to do, what projects are due, and if any tests are scheduled.

8th Keep open some day or evening time for daily physical activity. Remember, research indicates that regular exercise will not only give you a general sense of well-being, but can reduce tension and help you accomplish a tough class, study, and work schedule.

9th Label some empty blocks of time as OPEN for academic or personal needs.

10th Schedule some time during Friday, Saturday, and Sunday for you to play, relax, or do whatever you want to do.

This is your reward for sticking to your schedule. In addition, you'll enjoy your free time more.

Time Tips

1. Count all your time as time to be used and make every attempt to get satisfaction out of every moment.
2. Find something to enjoy in whatever you do.
3. Try to be an optimist and seek out the good in your life
4. Find ways to build on your successes.
5. Stop regretting your failures and start learning from your mistakes.
6. Remind yourself, "There is always enough time for the important things." If it is important you should be able to make time to do it.
7. Continually look at ways of freeing up your time.
8. Examine your old habits and search for ways to change or eliminate them.
9. Try to use waiting time – review notes or do practice problems.
10. Keep paper or a calendar with you to jot down the things you have to do or notes to yourself.
11. Examine and revise your lifetime goals on a monthly basis and be sure to include progress towards those goals on a daily basis.
12. Put up reminders in your home or office about your goals.
13. Always keep those long term goals in mind.
14. Plan your day each morning or the night before and set priorities for yourself.
15. Maintain and develop a list of specific things to be done each day, set your priorities and get the most important ones done as soon in the day as you can. Evaluate your progress at the end of the day briefly.
16. Look ahead in your month and try and anticipate what is going to happen so you can better schedule your time.
17. Try rewarding yourself when you get things done as you had planned, especially the important ones.
18. Do first things first.
19. Have confidence in yourself and in your judgment of priorities and stick to them no matter what.
20. When you catch yourself procrastinating – ask yourself, "What am I avoiding?"
21. Start with the most difficult parts of projects, then either the worst is done or you may find you don't have to do all the other small tasks.
22. Catch yourself when you are involved in unproductive projects and stop as soon as you can.
23. Find time to concentrate on high priority items or activities.
24. Concentrate on one thing at a time.
25. Put your efforts in areas that provide long term benefits.
26. Push yourself and be persistent, especially when you know you are doing well.
27. Think on paper when possible – it makes it easier to review and revise.
28. Be sure to set deadlines for yourself whenever possible.
29. Delegate responsibilities whenever possible.
30. Ask for advice when needed.