

College study scheduling tool - Side 1

Read all of these hints before setting your weekly study schedule on Side 2

1. Experts say that studying/reviewing material right after class helps to consolidate it in memory.
2. Experts also say that studying right before sleep can aid retention of information.
3. You should consider time between classes as a time to do schoolwork. Don't head back home if you have an hour or two between classes. Take advantage of the time by going to the library or study lounge and get something done.
4. Set a specific goal for each study block (e.g. I will complete my calculus problem set between 1:00 and 2:00).
5. Make sure that the goal you set can be completed in the time allotted. If you can't read the Economics chapter in an hour, then don't schedule it into a half-hour block between classes, because it's easy to talk yourself out of doing something when you know you won't have enough time in which to do it. Set realistic goals.
6. Think about what hours of the day you do your best studying, and work on your most difficult subject then. For example, if you're a night person, leave your hardest subjects for after dinner.
7. Schedule your time in a way that avoids burnout. If you want to study for a few hours in a row, start with four hours at a time. If you find you can still work after four hours, keep going. If not, adjust your schedule for the next week. Also, stick with two hours in a row per subject so you don't get burned out on that topic. This will also prevent you from failing to get around to your work for your other classes.
8. Experts suggest spending six hours per week on studying, reading, and completing homework for each class you take. In the spaces below, list your courses. As you put an hour-long study block on the big chart, put a check next to that class on this page. You should have six checks next to each class.

| Class | Hour allotted in chart (make a check each time you put down an hour) | | | | | |
|-------|--|-------|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |

As you go through the week, take notes on the copy of the schedule you made and how it worked out.

- Put a check on the blocks where you accomplished what you set out to do.
- Make a note if you needed more or less time to do something.
- Make a note if you found that you were too tired or burned out to complete a given task at a given time.

As you make your schedule for next week, keep these considerations in mind and schedule your study blocks appropriately.

College study scheduling tool - Side 2

See side 1 before getting started 

In this grid, write in all of your weekly commitments, including classes, labs, mealtimes, exercise or team practice, rehearsals, club meetings, tutoring appointments, etc. Then write in your typical sleep time.

When you're done, make a copy of this master schedule store the original. Each week, take a copy of the master and fill in study blocks for all of your classes. **See the hints on the next page before you fill in your study blocks.**

| Hours | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|--------|--------|---------|-----------|----------|--------|----------|
| 8:00-9:00 A.M. | | | | | | | |
| 9:00-10:00 | | | | | | | |
| 10:00-11:00 | | | | | | | |
| 11:00-12:00 | | | | | | | |
| 12:00-1:00 P.M. | | | | | | | |
| 1:00-2:00 | | | | | | | |
| 2:00-3:00 | | | | | | | |
| 3:00-4:00 | | | | | | | |
| 4:00-5:00 | | | | | | | |
| 5:00-6:00 | | | | | | | |
| 6:00-7:00 | | | | | | | |
| 7:00-8:00 | | | | | | | |
| 8:00-9:00 | | | | | | | |
| 9:00-10:00 | | | | | | | |
| 10:00-11:00 | | | | | | | |
| 11:00-12:00 | | | | | | | |
| 12:00-1:00 A.M. | | | | | | | |
| 1:00-2:00 | | | | | | | |
| How many hours each day do you have left to study? | | | | | | | |