Using a Weekly Time Chart Effectively

Not enough time?

> 168 hours in a week
> -56 hours of sleep (8 hours are usually adequate; do you get enough sleep?)
> -21 hours of eating (Eat, and relax, and socialize!)
> -20 hours of attending class and labs
> _____
> 71 hours/week or 10 hours/day for study, recreation, and everything else.

Make a schedule!

It can work like a charm in cutting down on tensions, worries, and daydreams. Far from making a robot of you, a time schedule frees you from making top-level decisions constantly thus allowing you to make the best use of your time.

1. Fill in the time slots with the name and course number of each of your **classes**.

2. Fill in other **fixed activities**: meals, work, extracurricular commitments, sleep, etc.

3. Determine amount of time needed weekly to **study** for each class (usually 2 hours of study for each hour in class) and note on sheet.

4. List **other activities** (exercising, socializing, personal care, housekeeping, etc.) and approximate amount of time (weekly) you want to devote to them.

5. Consider personal factors that may impact your studying and scheduling:
   * Time of day you are most alert
   * Where you study
   * Ability to stay on a task despite distractions
   * Etc.

6. Schedule study times on chart, considering above personal factors and the following:
   * 30-50 minutes is the maximum amount of time most people can concentrate before needing a 5-10 minute break. As you begin work, jot down the time you expect to finish; when you're through, reward yourself with a brief break: move around, talk to a friend, drink water, eat a snack...whatever is good for you.
   * Allow larger blocks of time for learning new material, grasping concepts, drafting a theme, etc. Divide these larger blocks of time into definite subparts the length of your concentration span (20 minutes? 30? 10?)
   * Use short periods of time (15 to 45 minutes) to review. It's especially wise to spend a few minutes reviewing immediately BEFORE a class involving discussion or recitation. Immediately AFTER a lecture class spend a few minutes reviewing your notes.
   * Schedule harder study tasks when you are most alert and can concentrate best.
   * Do something daily -- don't let it all pile up!
   * Plan to really learn the first time; the rest of your study time should be spent reviewing through recitation, discussion, making up and answering possible test questions, etc.
   * Approximately 90% of new information is forgotten within 24 hours unless it is reviewed
   * Be sure to include time for long term assignments (term papers, exams) and unexpected demands.

7. Schedule a daily 5-minute "personal planning session" for:
   * Reviewing your time chart
   * Determining specific tasks to be accomplished that day
   * Establishing priorities for their completion

8. Follow the completed chart for one week and then evaluate its effectiveness and appropriateness. Revise it as necessary, both at the end of the week and periodically during the semester.

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