



Instructions for Weekly Time Management Schedule

1. Fill in time slots with the name and course number of each of your classes
2. Fill in other fixed activities: work, meals, practices, club/organization meetings, weekly meetings, sleep, exercise, etc.
3. Now that your fixed schedule is filled in, take a step back and look at the white space on the schedule
 - That is your **free time**
4. In your **free time** slots, incorporate study times into your weekly schedule
 - Consider personal factors that may impact your studying:
 - Time of day you are most alert- consider whether you study & focus better during the day versus at night
 - As necessary, include any time for [tutoring](#), [supplemental instruction](#), the [Writing and Communication Center](#), the [Math Plaza](#), the [Center for Career and Leadership Development](#), attending professors' office hours, etc.
 - Prioritize study times, but do not forget to set aside some time for yourself for [self-care](#), whether that be napping, watching Netflix, reading, etc.
 - If you are a **commuter**, set aside times to utilize the library (or other quiet areas on campus) instead of driving home immediately after classes (research commuter lounges)

Mapping out your study time:

For every 1 credit hour in which you are enrolled, you will spend approximately 2-3 hours outside of class studying. To help you determine your suggested study time, use this formula:

3 credit hours (1 course)= 3 hours in class per week= 6-9 hours studying per week

12 credit hours (4 courses)= 12 hours in class per week= 24-36 hours studying per week

WEEKLY TIME MANAGEMENT SCHEDULE

COURSE TYPE	SUBJECT	COURSE #	SECTION	DAY	TIME	# CREDITS

TIME	MONDAY	TUESDAY	WENESDAY	THURSDAY	FRIDAY
8:00 AM					
8:30 AM					
9:00 AM					
9:30 AM					
10:00 AM					
10:30 AM					
11:00 AM					
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