



Designing a Weekly Schedule

1. Where does the time go? Estimate the number of hours you spend on the following tasks. At the end, you will be able to calculate how much time you are leaving for studying.

Sleep	7 x _____ =	_____
Self-care/gym	7 x _____ =	_____
Downtime/hobbies/relaxing	7 x _____ =	_____
Cooking/meals	7 x _____ =	_____
Errands/shopping		_____
Family/Socializing		_____
Travel time to and from campus	_____ x _____ =	_____
Work/internship	_____ x _____ =	_____
Extracurricular activities		_____
Time in class		_____
	TOTAL	_____

What's left over? 168 hours/week - _____ = _____ study time available

Study time? _____ hours of lecture x 3 = _____ study time needed

2. Design Your Weekly Schedule. Make sure to block out enough study time, as you identified in part 1.
First add fixed commitments, then flex hours, and lastly, fluid hours.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7-8am							
8-9am							
9-10am							
10-11am							
11-12pm							
12-1pm							
1-2pm							
2-3pm							
3-4pm							
4-5pm							
5-6pm							
6-7pm							
7-8pm							
8-9pm							
9-10pm							
10-11pm							
11-12am							