

# Manage Your Time: Get Focused

## Example Weekly Planner

Build a routine to make time for your commitments.

- Block out fixed commitments. Record classes, weekly social/organizational meetings, work, etc.
- Identify open blocks of time. Schedule several Focused Study Sessions throughout the week. These are 30–50 minute blocks for concentrated study.
- Schedule breaks. Give your brain a break by doing something you enjoy.

|       | MONDAY   | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY   | SATURDAY   |  |
|-------|----------|---------|-----------|----------|----------|------------|--|
| 7:00  |          |         |           |          |          |            |  |
| 7:30  |          |         |           |          |          |            |  |
| 8:00  |          |         |           |          |          |            |  |
| 8:30  |          |         |           |          |          |            |  |
| 9:00  | Eng      | Study   | Eng       | Study    | Eng      | Work       |  |
| 9:30  |          |         |           |          |          |            |  |
| 10:00 | Bio      |         | Bio       |          | Bio      |            |  |
| 10:30 |          | Psych   |           | Psych    |          |            |  |
| 11:00 |          |         |           |          |          |            |  |
| 11:30 |          |         |           |          |          |            |  |
| 12:00 | Math Lab |         |           |          | Math Lab | SUNDAY     |  |
| 12:30 | Study    | Study   | Study     | Math Lab | Study    |            |  |
| 1:00  |          |         |           |          |          |            |  |
| 1:30  |          |         | Math      |          |          |            |  |
| 2:00  |          |         |           |          |          |            |  |
| 2:30  |          |         |           |          |          |            |  |
| 3:00  |          |         | Study     |          |          | Study      |  |
| 3:30  |          |         |           |          |          |            |  |
| 4:00  | Bio Lab  | Work    |           | Work     | Work     |            |  |
| 4:30  |          |         |           |          |          |            |  |
| 5:00  |          |         | Study     |          |          |            |  |
| 5:30  |          |         |           |          |          |            |  |
| 6:00  |          |         | Study     |          |          |            |  |
| 6:30  |          |         |           |          |          | TO DO LIST |  |
| 7:00  |          |         |           |          |          |            |  |
| 7:30  | Org      |         |           |          |          |            |  |
| 8:00  |          |         |           |          |          |            |  |
| 8:30  |          |         |           |          |          |            |  |
| 9:00  |          |         |           |          |          |            |  |

— — — Once your weekly planner is complete, use the Master To-Do List to determine your weekly tasks. — — —

## Example Master To-Do List

Review course materials to organize all of your tasks for the week.

- At the beginning of each week, identify homework, assignments, and needed study time for each class.
- If necessary, break larger assignments into smaller tasks.
- Use the weekly planner to think about how much time you have each day. Then, create daily to-do lists to complete each task.

| Class: Bio               | ✓ | Class: Bio Lab  | ✓ | Class: Math      | ✓ | Class: Eng         | ✓ | Class: Psych     | ✓ |
|--------------------------|---|-----------------|---|------------------|---|--------------------|---|------------------|---|
| Preview Ch. 4            |   | Pre Lab Quiz    |   | Lab 1.5 hrs.     |   | Read Articles      |   | Preview Ch. 5    |   |
| Review Notes             |   | Post Lab Report |   | Lab 1.5 hrs.     |   | Submit Topic       |   | Pre-Lec. Quizzes |   |
| Ch. 3 HW Due Thurs.      |   |                 |   | HW 3.5 Due Wed.  |   | Draft Outline      |   | Review Notes     |   |
| Supplemental Instruction |   |                 |   | Quiz Due Fri.    |   | Schedule CAC Appt. |   | Outline Project  |   |
| FSS's for Test           |   |                 |   | Watch Ch. Videos |   |                    |   | Begin Project    |   |
|                          |   |                 |   |                  |   |                    |   |                  |   |
|                          |   |                 |   |                  |   |                    |   |                  |   |
|                          |   |                 |   |                  |   |                    |   |                  |   |
|                          |   |                 |   |                  |   |                    |   |                  |   |