

SCHEDULING YOUR TIME

www.utexas.edu/student/utlc

24 hours per day x 7 days per week = 168 hours total per week

fixed activity	# of hours per day	total hours per week
sleeping	8 hrs.	56 hrs.
eating	3 hrs.	21 hrs.
attending class/labs	4 hrs.	20 hrs.
total time for fixed activities		97 hrs.

168 available hours – 97 fixed hours = **71 FREE HOURS**

so ... it's up to YOU to manage about 10 hours per day

CONSIDER MAKING A SCHEDULE

Some people believe carefully planned schedules will turn them into robots. But the opposite is actually true! Schedules can help you clearly visualize and better understand what you need to accomplish each day, and so they allow you to make the best use of your time.

Begin by recording your fixed activities. These include classes, labs, meals, sleep, workouts, regular meetings, etc. and will remain the same for each week. When you've entered your fixed activities into your weekly schedule, make enough copies for the entire semester.

Then add information on a weekly basis. Each week record class assignments, due dates, exams, etc. Also include estimated study time for each activity.

KEEP THESE SUGGESTIONS IN MIND

- Try planning your day at a regular time. Spend 5 or 10 minutes in the morning or before you go to bed.
- Reserve large blocks of time — such as an hour or more — for working with new material or learning complex concepts. Then figure out how long you're able to concentrate, and divide the large blocks into smaller blocks of that length.
- As you begin work on each block of time, jot down the time you plan to finish. When you reach your goal, reward yourself with a brief break: move around, talk to a friend, check your email, eat a snack. Do something you enjoy for a few minutes.
- Use short periods of time — 15 to 30 minutes — for 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.
- Do something daily. It's hard to catch up once you fall behind.
- Plan to really learn the first time so you can spend the rest of your study time to reviewing the material instead of re-learning it.
- Don't overdo it; leave some blank space on your schedule for spontaneity.

REMEMBER: IT'S HOW YOU USE YOUR TIME THAT COUNTS!

WEEKLY SCHEDULE

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7-8							
8-9							
9-10							
10-11							
11-12							
12-1							
1-2							
2-3							
3-4							
4-5							
5-6							
6-7							
7-8							
8-9							
9-10							
10-11							
11-12							
enter total number of hours below							
sleeping							
eating							
class/lab							
other							