

Weekly Schedule

Academic Success Center



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

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1 Consider

What is the best time and place for you to get work done and when are you most alert?

Are there classes you need to use professor office hours and/or open lab hours? (put these on the schedule)

Are there assignments that are due on a weekly basis that you could work on at the same time every week? (you can add these as specific tasks during your week)

When do you usually socialize?

2 Schedule

Schedule classes and labs, work, club meetings and activities, completing assignments, necessities such as sleeping, eating and showering, socializing with friends, leisure activities and down time.

3 Set Goals

Based on the goals you set for yourself using your **To Do List**, consider the time you have and set reasonable goals

4 Use It

Keep your **Weekly Schedule** visible as a regular reminder and use it when you create your To Do List.

5 Pay Attention

Pay attention to how much you are trying to accomplish in one day. Be realistic.

Weekly Plan

Plan your time and accomplish weekly goals and tasks. Use it with your **Weekly To Do List** and the **Semester Calendar**.

6 Make Changes

Consider how often you need to check in to make changes to your **Weekly Schedule** that reflect how you are actually spending your time.

7 Reflect

What "extra" time do you have?
How do you want to use this time?

Are you spending your time in a way that aligns with your goals and what is important to you?

Do you prefer a paper copy with you at all times or an electronic version? Figure out what works best for you and stick to it.