



Student Academic Resource Center

Time After Time: Managing a Student Schedule

- **Create a Routine/Schedule**
 - May change weekly depending on syllabus/class assignments!
- **Plan Ahead & Be Specific**
 - Record, estimate, prioritize, color code
 - Don't forget about personal items!
 - Friend's birthday party
 - Oil Change
 - Etc.
- **Follow Through**
 - Quiet study space
 - Reward yourself
- **Save time for yourself to maintain a balance**
 - KNOW YOUR HABITS!
- **Keep track of your assignments**
 - Planner, Calendar, To-Do Lists
 - Know what works best for you
- **Assess your use of time**
 - Am I getting done what needs to be done?
 - Do I feel like I'm wasting my time?
- **Break-down assignments (see chart on back)**
 - Low difficulty= 2 hours of studying per week
 - Average difficulty= 4 hours of studying per week
 - High difficulty= 6 hours of studying per week

What are some of your study habits? (Ex: leaving things until the last minute, serious/not serious about assignments, planning a week ahead, etc.)

List your class schedule, work schedule, set study times, or other obligations.

Establish a Rewards System for yourself (Ex: 1 hour of uninterrupted study= 10 minute break, finish to-do list for the day= ice cream cone, etc.)



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Fill out the chart below regarding your class schedule:

How difficult is your class?

Low difficulty = 2 hours per week
Average difficulty = 4 hours per week
High difficulty = 6 hours per week

Class	Difficulty	Study Hours per Week

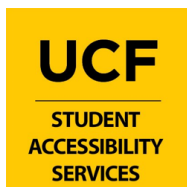
Know your resources:



Student Academic Resource Center



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Career Services

STUDENT DEVELOPMENT AND ENROLLMENT SERVICES