

Time Management Weekly Schedule for Learn 11 Students

Instructions

Use the tab or arrow keys below to: 1) see the sample time management schedule and 2) use the blank time management schedule.

1. Fill in the blank schedule as follows:
 - a. Fill in your class meeting days and times. Mark each course using the course name (e.g. English 1) and indicate exact start and stop times.
 - b. Fill in your work schedule, indicating exact start and stop times.
 - c. Fill in other regular, weekly commitments such as weekly meetings, church, standing (every week) appointments.
 - d. Schedule time for errands that you are committed to performing on a weekly basis such as laundry or grocery shopping.
 - e. Schedule time for other commitments such as exercise, cooking, commuting to and from work and school, as well as time for fun and recreation!
 - f. Fill in your STUDY TIME, distributing your study time across the week (try to study 6 to 7 days per week) and throughout the day. Ideally you would want to study in the morning hours as well as in the evening. Avoid marathon study sessions. Use the table at the bottom of your schedule to determine how many study hours you will need. The general rule is that you should study 2 hours outside of class for every hour in class per week. For example: one 3-unit class (3 hours of lecture per week over 18 weeks) would require a minimum of 6 hours of study outside of class.

2. Use different colors to note similar daily events. For example, fill or highlight all time blocks for classes in yellow. Fill in or highlight all study time in green. Fill in all work hours in blue.

3. Save your completed schedule to your desktop or disk.

4. Print your weekly time management schedule. If you have a color printer, print as is. If your printer prints only in black, you can color or highlight in color by hand.

Time Schedule

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6-7 am							
7-8 am		Study Time	English 1	Study Time	English 1	Study Time	
8-9 am	Wash Clothing	Math 110	English 1	Math 110	English 1	Math 110	Wash Car
9-10 am	Study Time	Math 110		Math 110		Math 110	Study Time
10-11 am	Study Time	Study Time	Learn 11	Study Time	Learn 11	Study Time	Study Time
11-12 pm		Political Science	Study Time	Political Science	Study Time	Political Science	
12-1 pm	Study Time	Lunch	Lunch	Lunch	Lunch	Lunch	Study Time
1-2 pm		Study Time	Study Time	Study Time	Study Time	Study Time	
2-3 pm		Study Time	Study Time	Study Time	Study Time	Study Time	Fun Time
3-4 pm							Fun Time
4-5 pm		Work	Work	Work	Work	Work	Fun Time
5-6 pm	Get Ready For School	Work	Work	Work	Work	Work	Fun Time
6-7 pm	Get Ready For School	Work	Work	Work	Work	Work	
7-8 pm		Work	Work	Work	Work	Work	
8-9 pm		Work	Work	Work	Work	Work	
9-10 pm							

Class	Days	Time	Units	Study Time
Math 110	M-W-F	8-10:00	4	8 hrs.
POLSC 1	M-W-F	11-12:00	3	6 hrs.
Learn 11	T-Th	9:30-11:00	2	4 hrs.
English 1	T-Th	7-9:00	3	6 hrs.
		Total	12	24 hrs.