

## HINTS ON PLANNING A BETTER TIME SCHEDULE

The effectiveness of your time schedule will depend on the care with which YOU plan it. Careful consideration of these points will help you to make a schedule which YOU can control and which will WORK FOR YOU.

- 1. Plan a schedule of Balanced Activities:** School life has many aspects which are very important to success. Some have fixed time requirements and some are flexible. Some of the most common which you must consider are:
  - a. Fixed:** eating, organizations, classes, work, and extracurricular activities.
  - b. Flexible:** Sleeping, personal affairs, recreation, study, relaxation.
- 2. Plan Enough Time in Studying to do Justice to Each Subject:** Most classes are planned to require about four or five hours work each week. You may need to plan more time depending on your strength in the subject.
- 3. Study at a Regular time and in a Regular Place:** Establishing habits of study is extremely important. Knowing what you are going to study, and when, saves a lot of time in making decisions and retracing your steps to get necessary materials, etc. Avoid generalizations in your schedule such as “Study”. Commit yourself more definitely to “Study History”, etc. at certain, regular hours.
- 4. Study as Soon After Your Class or Assignment as Possible:** One hour spent soon after class will do as much good in developing an understanding of materials, as several hours a few days later. Review lecture notes while they are still fresh in your mind. Start assignments while your memory of the assignment is still accurate.
- 5. Utilize Odd Hours During the Day for Studying**
- 6. Limit Your Blocks of Study Time to no More than Two Hours on any one Course at One Time:** After one or two hours of study you begin to tire rapidly and your ability to concentrate decreases rapidly. Taking a break and then switching to studying some other course will provide the change necessary to keep up your efficiency.
- 7. Trade Time Don't Steal It:** When unexpected events arise that take up time you had planned to study, decide immediately where you can find the time to make up the study missed and adjust your schedule for that week.
- 8. Provide for Spaced Review:** A regular weekly period when you will review the work for each of your classes will help to keep you up to date. This review should be collective, covering briefly all the work done thus far in the quarter. Such reviews will reduce the need for “cramming” later.