

STEPS TO DEVELOPING AN EFFECTIVE STUDY SCHEDULE

Instructions: As a college student, your coursework is your priority. Before all else, study! Following are steps to developing an effective study schedule.

1. Complete the **Where Does Your Time Go Sheet?** Answer the questions by estimating the number of hours you spend each week on various activities—work, school, play, sleep, etc. This activity will help determine how best to arrange your time when developing a study schedule. Click [here](#) to use the interactive Time Management Schedule Planner.
2. Complete the **Time Wasters** chart and place a checkmark (✓) near your biggest time wasters. Now that you know your time wasters, do your best to reduce or even eliminate them.
3. Use a Daily Planner to keep a study schedule and stick to it. Don't wait for inspiration to strike—it probably won't. Set aside certain hours each day for coursework and class assignments. Look [here](#) for a blank study schedule/planner you can download and print. Every week, design your study schedule along with all other commitments:
 - Schedule of classes (days and times)
 - Work schedule (days and hours)
 - STUDY HOURS FOR EACH COURSE
 - Sleep
 - Dressing, showering, etc.
 - Meals (breakfast, lunch, dinner, and snacks)
 - Travel time (to work, school, etc.)
 - Rest and relaxation
 - Exercise and leisure activities
4. Regularly review your course syllabus. The syllabus is your key to the course, assignments, the instructor's expectations, and important dates (e.g., assignment due dates and exams). Transfer all important dates to your daily planner and regularly review your course syllabus.
5. When figuring in study time, follow the rule of thumb and calculate at least 3 hours of study for every credit hour. This means, for a 3 credit class, schedule 9 hours of study for that class—every week. Start with this rule and make adjustments as you go.
6. Plan blocks of study time—you'll reach optimum efficiency scheduling your study time in this way: 50- to 90-minute study periods with 10- to 15-minutes of relaxation in between are more effective than longer stretches of concentrated study.
7. Identify your priorities and list them accordingly. By putting important things first, you are sure to get the most important things done on time.
8. Eliminate dead hours—make each block of time a productive unit; this includes the 10 to 15 minutes between classes or when waiting for a ride. Wisely use all available free time to review coursework.
9. Be realistic with your study time and don't pack your schedule too tightly—you know yourself best. Be precise with your study schedule and arrange your study time accordingly.
10. Use study resources wisely—take full advantage of available campus resources such as tutoring, SI sessions, the Writing Center, and Math Lab.
11. Leave some unscheduled time for flexibility. Be prepared for last minute problems or questions.
12. Reward yourself *afterwards*—keep to your schedule, then give yourself a treat for stick-to-itiveness.