

# How Can I Make A Schedule That Works For Me?

## Making A Master Schedule

### Before You Begin:

1. Do not schedule until you have planned - including assessing yourself and your purpose, and setting and prioritizing goals.
2. Know your time; boss-imposed, system-imposed, and self-imposed.

1. Block out and label fixed time commitments, i.e., classes, work organizational meetings, and sports.
2. Block out and label time for the basics of daily living, i.e., eating, sleeping, and personal maintenance.
3. Block out study time.
  - a. A rule of thumb: plan one to two hours of study time for each hour of class time.
  - b. Schedule regular study times
  - c. Plan at least one hour blocks for study, and schedule large blocks of time for accomplishing major projects.
- d. Know your high energy and “down time” during each day and use them wisely.
4. Balance your activities – schedule de-stressing time to allow yourself to unwind.
  - a. Schedule reward times for using study time effectively.
  - b. Schedule time for physical exercise and recreation.
  - c. Schedule social activities, including “people time” for chatting.



5. Schedule quiet time for thinking and planning.
6. Keep your schedule flexible! Avoid scheduling yourself too tightly; many experts advise allowing two hours of unscheduled time in a 24 hour period.

### Beyond a Master Schedule

1. To do lists and prioritizing.
2. Detailed weekly, time, and assignment |schedule.

## But How Can I Get This Schedule To Really Work?

1. Resist the temptation to “clean up” odds and ends during your high energy times.
2. If you lose valuable study time to an interruption, plan additional study time later in the week.
3. Continually re-evaluate your scheduling methods and their effectiveness.
  - a. If your schedule is unrealistic, make some changes. Keep modifying it, and don’t give up on it.
  - b. At all costs, avoid over-committing yourself!!
- c. Try to remember - your success in schedule affects the people with whom you interact. Don’t become someone else’s time problem - be considerate of the time of others.