

Strategies for Scheduling



- **Schedule fixed blocks of time first:** Use one of the blank schedules we have available to write class time, work, other daily activities (eating, sleeping, etc)
- **Include time for errands:** Plan for the little things like doing laundry; chores can eat up a lot of time
- **Schedule time for fun:** It's important to “waste” time once in a while
- **Set realistic goals:** Remember that there are only 168 hours in a week... don't overwork yourself
- **Allow flexibility in your schedule:** Plan for the unexpected
- **Study two hours for every hour in class:** This is just a general guideline; you know best which classes require more or less study time
- **Avoid scheduling marathon study sessions:** It's better to schedule two separate 3-hour sessions rather than one long one. This way you can give your brain a chance to relax
- **Set clear starting and stopping times:** Try planning a certain amount of time for a task— set a timer, and stick to it
- **Involve others when appropriate:** Remember to schedule in time for assistance when it's necessary
- **Back up to a bigger picture:** What do you want to accomplish in the long term? Try to schedule an hour a day in order to reach this goal
- **“Filter” tasks before scheduling them:** Rate how important certain tasks are before starting them. If you realize that you could live without doing it right now, then save it for later
- **Consider technology carefully:** Technology can be either a helping tool (such as CDs that come with textbooks) or a distraction (such as Facebook)

Remember to use your resources!

<http://www.brynmawr.edu/academicsupport/StudentSupportServices.html> | <http://pms.blogs.brynmawr.edu>

Created in collaboration by the Bryn Mawr College Undergraduate Dean's Office, The Teaching Learning Initiative & Peer Mentoring Services. References: Bi-College professors and students, Ellis, D. (2003) Becoming a Master Student. Boston, Massachusetts: Houghton Mifflin Company.