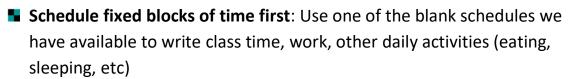
Strategies for Scheduling





- 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.