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://pmsblogs.brynmawr.edu