

## Time Management:

## Creating a Master Weekly Schedule

A useful time management strategy for students is to create a template for a typical week in the current semester. This process allows you to identify specific blocks of study time that fit with your other time commitments. Another important goal of the master schedule is to create a balanced routine that includes time for fitness, rest, leisure, and social time, as well as your studies and other responsibilities.

The reverse side of this handout provides a blank timetable. Following is step-by-step approach for using the timetable to create a master weekly schedule. (Tip: Consider using different colours for different activities.)

**I.** Start by writing in your fixed blocks of time. These are activities that happen at the same time every week this semester. They are not flexible. These include:

- class, tutorial and lab time
- work, volunteer hours
- regular meetings
- sleep
- mealtimes, if fixed (factor in time for prep and cleanup)
- anything else you do every week at the same time

**II.** Mark in your travel time to and from campus and work.

**III.** Write in fixed blocks of study time. “Study time” is the time you spend doing all the academic activities that take place outside of class and lab times (writing, reading, preparing for exams, completing assignments, etc.) Consider these guidelines:

- Aim to have a total study time equal to at least two times the number of credits you are taking. For example, if you are taking 12 credits, identify at least 24 hours for studying.
- For each course try to block off some time in the 24 hour period prior to class and the 24 hour period following class for prep and review time.
- Target frequent short blocks of study time. Instead of one or two marathon study sessions, it is generally more effective for retention, comprehension, motivation, and concentration to have several short focused blocks a week.
- Make good use of small pockets of time in between other activities; for example, review notes, preview a reading or assignment, finish one or two questions on an assignment.
- Identify a few contingency study blocks for unexpected time crunches.

**IV.** Schedule in other responsibilities (errands, chores, etc.)

V. Identify time each week for maintaining balance in your life: fitness, leisure, social and family time.

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