



Weekly Time Management Assignment

1. Use the attached weekly schedule to establish a system for organizing and managing your time that you intend to follow on a weekly basis. You may create your weekly schedule electronically or by hand.
2. The following are the required elements to include in your schedule. You can include more, but these are the responsibilities you **must** include. Following the order of items, start with your **fixed commitments** before including your **non-fixed commitments**. Keep in mind the **888 Formula** (i.e. 8 hours each for school, sleep, and leisure).
 - a. **Fixed Commitments**
 - All class meeting times
 - Job/work schedule (if applicable)
 - Athletic practice, extracurricular activities, clubs/meetings, religious activities (if applicable)
 - b. **Non-fixed Commitments**
 - Sleep time (including nap time)
 - Commuting time
 - Two hours of study time for every hour you are in class. Study time includes reviewing notes, reading, and homework. Remember to specify for which course you will use this time to study.
 - Meal times (2-6 hours/week)
 - Hygiene ($\frac{1}{2}$ -1 hour/day)
 - Chores (i.e. laundry, bills) (1-2 hours/week)
 - Socialization, hanging out time
 - Free time
 - Exercise (if applicable)
 - Television, video game time (if applicable)
3. **Study Time** Instructions:
 - a. Interact with each course for a total of **six times** per week (includes class time, study time, and review time). Do not skip studying or reviewing course material for more than **1 day**.
 - b. Recommended: Schedule between 1 and 2 hours per session for a maximum of 3 sessions in one day. Do not exceed more than 5 hours of study time for each day. Schedule a minimum of a $\frac{1}{2}$ hour break for every two hours of study time.
 - c. Recommended: Schedule time to review notes for $\frac{1}{4}$ - $\frac{1}{2}$ hour per course.

Schedule for Week Of _____

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Things to do this week:	
7:30 AM	Exercise					Sleep	Sleep		
8:00 AM									
8:30 AM	Shower & Get Dressed							Call:	
9:00 AM	Quiet Time & Breakfast							Shower & Dress	
9:30 AM						Shower & Dress	Breakfast		
10:00 AM	Study 100W	Study History 15A	Study Chem 1A	Study History 15A	Study 100W	Breakfast			
10:30 AM									
11:00 AM						Work	Community Activity	Read:	
11:30 AM									
12:00 PM	History 15A	Lunch	History 15A	Lunch	History 15A				
12:30 PM									
1:00 PM	Lunch		Lunch	Lunch	Lunch		Lunch		
1:30 PM		Chem 1A	Study History 15A	Chem 1A					
2:00 PM	Work				Yoga Class	Lunch	Friends		
2:30 PM									
3:00 PM						Study History 15A			
3:30 PM					Chem 1A Lab		Study History 15A	Do:	
4:00 PM		Work	100 W						
4:30 PM						Study Chem 1A			
5:00 PM				Dinner	Work		Study Chem 1A		
5:30 PM	Dinner	Dinner							
6:00 PM			Dinner	Study Chem 1A			Dinner	Dinner	
6:30 PM	Study History 15A	Study Chem 1A							
7:00 PM			Study 100W			Laundry	Study 100W		
7:30 PM	TV			Study 100W	Dinner				
8:00 PM	Study Chem 1A	Study 100W	TV	TV					
8:30 PM									
9:00 PM					Friends				
9:30 PM	Music Practice								
10:00 PM	Wash Face/Get Ready for Bed						Wash/Get Ready for Bed		
10:30 PM									
11:00 PM									
11:30 PM	Sleep						Sleep		
Midnight									

