



TIME MANAGEMENT GUIDE



TIME MANAGEMENT: MAKING A WEEKLY SCHEDULE

Make a weekly schedule that includes your classes, meals, extra-curricular commitments, and any other things you do weekly or daily. Set aside certain times throughout the week that will be used for school-related tasks like writing papers and studying.

Make sure you set aside enough time for the amount of work you will have to do. Budget 2-3 hours of homework time per week for each credit hour you are taking. For example, if you are taking four courses, which at 3 credits per

course is 12 credit hours, you should schedule between 24 and 36 hours for homework each week.

As you make your schedule, identify when your best time of day is for doing work. For example, some people focus better in the mornings, while others have the most concentration in the evenings. Schedule times for homework when you will be at your best.

WEEKLY SCHEDULE EXAMPLE

This person studies best during the day, so they have not booked evening study times.

Consider using colours to make your schedule more visually accessible.

For example: classes = green, homework = blue, meal times = light blue, etc.

Extra blank weekly schedule templates available at the Academic Support office in the library.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7 AM							
8 AM	BREAK FAST	BREAK FAST	BREAK FAST	BREAK FAST	BREAK FAST	BREAK FAST	BREAK FAST
9 AM		CLASS		CLASS			
10 AM		HOME WORK		CHAPEL	CLASS	HOME WORK	
11 AM	CLASS		CLASS	HOME WORK			CHURCH
12 PM	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1 PM		CLASS		CLASS			
2 PM	HOME WORK		HOME WORK		HOME WORK	HOME WORK	
3 PM		STUDY GROUP					
4 PM							
5 PM	DINNER	DINNER	DINNER	DINNER	DINNER	DINNER	DINNER
6 PM							
7 PM							
8 PM							
9 PM		VESPERS					

