

Weekly Schedule

Name: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6-7 AM							
7-8							
8-9							
9-10							
10-11							
11-12 PM							
12-1							
1-2							
2-3							
3-4							
4-5							
5-6							
6-7							
7-8							
8-9							
9-10							
10-11							
11-12AM							
12-1							
1-2							
2-3							
3-4							
4-5							
5-6							

Weekly Schedule

Directions: Complete a weekly schedule for the upcoming semester. The purpose of a weekly schedule is to help you get into a routine by planning enough daily time for class, out-of-class learning sessions (reading, studying, completing assignments), and other obligations to be successful. **Planning a routine with enough time to do your academic work is a critical skill to stay on top of everything that will be required of you.** Essentials that should be part of your weekly schedule include the following:

- Class attendance times for all courses. These are rigid and will not change week-to-week. Clearly label the times when you must be present in class with the title of each class.
- Asynchronous course/work time. These are times dedicated to getting work done for asynchronous courses and assignments.
- Time generally dedicated to studying. Completing readings, accessing course materials, and working on graded assignments all fit into this category (and more). **Clearly label this time as “study time”.**
 - Include a location so that you have thought about where you will be so that learning will be most effective.
 - Include **15 or more hours** of time dedicated directly to study time, outside of class attendance times.
- Routine things that typically are the same, such as meals, sleep, and workout times. Include a rough plan for this if your times vary for meals and sleep.

A Good Weekly Planning Routine

One great strategy is to put the most rigidly structured commitments on a weekly calendar and print a copy from there. Dedicate time each Sunday night to plan out the week ahead with the copy and fill in that week’s commitments that might flex week-to-week.