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**WEEKLY PLANNER**

**How to Spend Your 168 Hours a Week Wisely**

Time, or the lack thereof, can be a major concern for many college students. The week doesn’t magically extend, so it’s your responsibility to manage your commitments within the time that you DO have. Use the following chart to help you analyze how you spend your time…and maybe discover places where you had more free time than you thought!

|  |  |
| --- | --- |
| **First, fill in major commitments and personal time:** | * Pencil in your class times, work hours, and other regular commitments (such as meetings and/or practices)
* Consider your commute
* Allow time to eat meals, shower, sleep, do laundry, run errands, etc.
 |
| **Now, consider the times you have to study:** | * You should allow about two hours of study time for every hour you spend in class. So a 4-credit math class requires 8 hours a week to read, study, and complete homework.
* Schedule study and review times as soon after classes as possible. Also consider leaving time to review previous class material right before the next time you have that class.
* Allow study time every day for difficult subjects.
* Try to study at the times of day that are best for you. If you are at your best in the morning, try to study your most difficulty subject then rather than in the late afternoon or evening.
* Try to study in locations that are also conducive to your study habits. If you like to study in a quiet place, be intentional about finding locations on campus that are prone to less noise or distractions.
* If you’ve set a three-hour study bock, take breaks and don’t spend all the time on one subject.
* *Leave some time unscheduled every day.*
 |
| **Total the hours allowed for *class, study, work,* and *outside activities*:** | * IF THESE HOURS TOTAL MORE THAN 65, YOU MAY BE OVERCOMMITTED.
* It can be very difficult to work 30+ hours a week and carry a full academic schedule. The time for studying can be limited.
* Some people thrive on and can maintain this kind of pace. If you attempt to balance all of your commitments and find yourself in need of assistance, seek out resources on campus like Academic Coaching to discuss alternative options for your routine.
 |
| **Examine your schedule as it is:** | * Is every moment of your day full? Are some items taking up your time and attention at the expense of other items?
 |
| **What can you do?:** | * Be motivated. No one can control your time but you.
* You must have time for yourself to do what you enjoy – friends, family, exercise, hobbies.
* Be realistic. *What do you really have time for?*
* Set priorities and goals. *What do you really want to do?*
* Change, rearrange, delegate, and combine tasks and responsibilities.
* Try a schedule for at least a week or two to see how it goes.
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