

# Setting a Schedule

As this situation unfolds, your schedule will inevitably change. That can make time feel really unstructured, but the Academic Coaches have some tips to get you back on track!

If you don't have one already, create a daily or weekly schedule. Try using the Academic Coach's Weekly Planner, like the one below!

*Need something to help you distinguish between classes or types of tasks? Color code by highlighting or using different color pens for different classes.*

	MONDAY	TUESDAY	WEDNESDAY
8AM	Shower & Breakfast	Shower & Breakfast	Shower & Breakfast
9AM	Call in for remote lecture (PHIL 111)		Call in for remote lecture (PHIL 111)
10 AM		Video chat with friend	
11 AM	Read and take notes on Chapter 3 (SOC 101)		Take Chapter 3 Quiz (SOC 101)
12 PM	Lunch	Lunch	Lunch
1 PM	Go for a walk outside	Begin problem set 5 (MATH 110)	Email Professor C. with question about HIST 132 essay
2 PM	Recap PHIL 111 lecture with study group		
3 PM		Have Zoom tutoring session for SOC 101	Stream online yoga class

Find a copy of the **weekly planner**, along with other resources to keep you organized, on our Time/Task Management web page.

<https://bit.ly/AACTimeTaskMgmt>

Setting a schedule for yourself, including time for **meals, sleep, exercise, and self-care habits**, can help provide structure and keep you motivated.