

GUIDELINES FOR MAKING A SCHEDULE

RUTGERS LEARNING CENTERS

Being successful at the university level will probably require a more careful and effective utilization of time than the student has ever achieved before. Professors will assign readings, problems, papers, and other tasks with the expectation that the student will average about two hours of preparation for each hour in the classroom. The job of being a university student, like most other jobs, can be carried out either efficiently or inefficiently. The best technique for developing more efficient habits of time use is to prepare a schedule. The most successful system for most students is to combine long, medium, and short range planning to manage time effectively.

Short (Daily)	Medium (Weekly Schedule)	Long Term (Monthly Schedule)
<ol style="list-style-type: none"> 1. Create a list of tasks and goals that are to be accomplished that day. 2. Organize tasks and goals into the order that they should be accomplished. 3. High priority tasks are most important. 4. Include tasks that can be accomplished easily as well. 5. Execute the plan crossing off tasks when they are completed and move on to the next one. 6. If you complete your list for the day be sure to reward yourself. 	<ol style="list-style-type: none"> 1. Fill in all committed time (classes, organization meetings, meals, jobs etc.) 2. Plan for at least 2 hours of study time for each class hour; this can vary depending on the difficulty and subject matter of the course. 3. Utilize day time hours for study as much as possible. Most people work 9AM – 5PM you should too. 4. Study no more than 2 hour sessions on one subject avoiding marathon sessions! 5. Revise and study class notes as soon as possible after class lecture. 6. Plan for review – a regular time when you bring the week’s materials together and test your knowledge. 7. Trade time – don’t steal it! When unexpected events arise, plan another time in the week to make up the missed studying. 8. Plan in physical fitness time. Healthy body = Healthy mind. 9. Plan in relaxation time and time for personal business. 10. On Sunday, set aside for planning what needs to be accomplished in the next week. 	<ol style="list-style-type: none"> 1. Utilize a monthly calendar. 2. Fill in dates with assignments, long term projects, exams, etc. 3. Be sure to include personal dates such as vacations, events, etc. that will require planning your study schedule around. 4. Use this to plan long term preparation and completion of projects, papers, exams. 5. Make your assignments due at least 2 days in advance

*Successful students will often utilize all three planning time frames together to efficiently and effectively complete their short, medium, and long term tasks and goals, while balancing college with personal activities and interests.

Examples:

Short Term - Tasks for that day	Medium Term - Weekly Schedule (Do this for each day of that week)	Longer Term - Monthly Calendar
<p><u>Monday:</u> Breakfast on Campus Pre-read biology chapter 2 Exposition Class Ask professor about Expos rough draft Prepare for History Quiz/Paper Call RLC set up academic coaching Meet Bob for Biology review session Mail letter Eat dinner Workout at gym</p>	<p><u>Monday</u> 9AM – Breakfast 9:30AM – 11:30AM Study 11:45Am – 1PM – Exposition 1:15 – 3:15 Study 4PM – 5PM work out 6PM – Dinner 7PM – 8:30 American History</p> <p><u>Tuesday</u> 9:30AM Breakfast 10AM – 11:45 Chemistry 12PM – 12:30 Lunch 12:45PM - 2:15PM – Psychology 2:30PM – 3:30PM – Biology 4PM – 5:30PM Study 6PM – 7PM Dinner 8PM – 10PM Study</p> <p>Wednesday Thursday Friday Saturday Sunday</p>	<p>Monday 17th – 1st Draft Expos Paper Due Tuesday 18th – Bio Exam Thursday 21st – History Paper Due Expos Paper Due Friday 22nd – Friends visiting Monday 25th – Meeting Academic Coach Wednesday 27th – Chemistry Exam Saturday 31st – RU Football Game</p>