Creating a regular weekly schedule

1. Get one of the Semester Weekly Schedule grids. This is a 7 – day grid with hours listed on the side
2. Using a pencil, fill in the following:
   1. your regular class schedule
   2. your work hours
   3. meals
   4. prayer time, religious services
   5. any regular appointments, or club and group meeting times
   6. down time
   7. exercise
   8. cleaning, laundry, showers, etc.
3. Count out two to three hours of studying for each hour you have per week for each class (i.e., study 6-9 hours per week for 3 hours of class for a total of 36 -45 hours per week)
4. Fill in **when and where** you plan to study for each class
5. Write in professors’ office hours
6. Try out this schedule for a week or two. Adjust times as necessary. Be reasonable, realistic and respectful of yourself!