

HOW TO USE A WEEKLY PLANNER TO BUDGET YOUR TIME



1. Start by filling in all your classes. Using a highlighter, shade each class using a different color.
2. Once you know your professors' office hours, you should enter those as well.
3. Then note (in pencil) the times when you intend to eat meals. (Healthy meals are important for brain-boosting!)
4. Think about the importance of getting about 8 hours of sleep each night, and designate time when you'll sleep. (Remember, you'll be much higher functioning if you're well-rested.)
5. Next, fill in other obligations (work, athletics, clubs, etc.), but again, do so in pencil. You may find that you have too much on your plate and something will need to go.
6. Finally, you're going to plot your study time. But not just generic "study time," rather: the times when you'll study and do work for each specific class. Do this by drawing diagonal lines the same colors as the classes you'll be working on at those times. Here are some guidelines to keep in mind:
 - Professors expect that you'll spend 2-3 hours outside of class for every hour in class. So if your class meets for 4 hours a week, you should plot at least 8-12 hours to devote to work for that class.
 - The best way to solidify information that you've learned in class is to review your notes. Some students have found the ideal is to write down questions for which their notes provide the answer and later use those questions as a study guide. Whatever method you use, be sure to set aside time within 24 hours of each class to review the notes you took.
 - Try to schedule as much study time as you can during daylight hours. Studies have shown that students take 1 ½ times longer to accomplish work after dinner than before. Make the best use of your ideal cognitive time and reward yourself with free time in the evenings!

If you'd like help creating a weekly planner and determining optimum study times (as well as help with long-term course planning), you can either go to Biddle House or call (717) 245-1080 to schedule a meeting with a Peer Advisor, or email SOAR@dickinson.edu to schedule a meeting with a Time Management Strategist in Old West Lower Level, Room 005.