

Academic Counselor Office

Using a Weekly Time Chart Effectively

	Step 1	Fill in the time slots Example : Course you are taking
	Step 2	Fill in other vital activities: meals, sleep, work, extracurricular commitments, etc.
	Step 3	Determine amount of time needed to study for each course
	Step 4	List other activities (exercising, socializing, personal care, housekeeping, etc.) and approximate amount of time (weekly) you want to devote to them.
	Step 5	Consider personal factors that may impact your studying and scheduling: o Time of day you are most alert; o Need for structure vs. flexibility; o Ability to stay on a task despite distraction; o Etc.
	Step 6	Schedule study times on chart considering above personal factors and the following: o 30-50 minutes is the maximum amount of time most people can concentrate before needing a 5-10 minute break
	Step 7	Reviewing time chart o determining specific tasks to be accomplished that day o Establishing priorities for their completion
	Step 8	Evaluate effectiveness and appropriateness. Revise it as necessary; both at end of week and periodically during the semester.