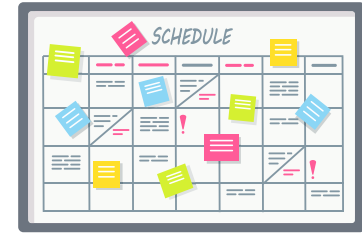


DEVELOP A SCHEDULE FOR STUDYING AND ASSIGNMENTS



Developing a schedule is an important part of staying on track in your classes and making the most of your time. Schedules are important for a number of reasons:

1. **Stay organized:** Keep track of all your assignments, tests, and work that needs to be done ahead of time.
2. **Improve academic performance:** Regularly planned study sessions help you retain information and prepare more effectively for tests.
3. **Stress less:** Knowing what you need to do and what is coming up soon helps prevent stressing over your workload, last-minute cramming, and procrastination.
4. **Find balance:** My scheduling your studying, you can make time for your personal and social life as well.

Consistency and commitment are key. But so is being realistic and making sure you give yourself time to have fun, unwind, practice self-care, and connect with others.

Develop your schedule using the information below, then make the most use of it. Use the tools that are the most convenient for you, and the time blocks that are most effective for your needs. This will take practice and trial and error. If you need support creating a schedule or assistance obtaining the correct tools for your needs, please make an appointment with our Life Skills Specialist.

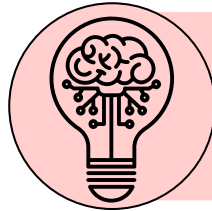


STEPS TO DEVELOP A SCHEDULE



CHOOSE YOUR PLANNING TOOLS

Paper planner, wall calendar, calendar apps, etc.



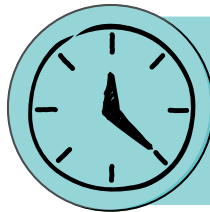
GATHER COURSE INFORMATION

Look at your syllabus for each class and write down your due dates, test dates, and deadlines.



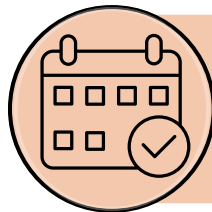
LIST YOUR FIXED COMMITMENTS

Include things you cannot change, like class times, work, and non-negotiable responsibilities.



BE REALISTIC

Estimate time you need to study and complete work. Adjust based on course and assignment difficulty.



BLOCK OUT DEDICATED TIMES

Don't fill every minute. Give yourself time to rest and have fun. Color code or use labels to break things up.

MONTHLY CALENDAR

Calendars are a great visual cue for what you have coming up. A physical calendar hung up somewhere you will see on a daily basis serves as a reminder and motivator.

Calendars on your phone have the added bonus of being able to send you reminders. If you have a quick assignment due on Thursday, set a reminder for Tuesday. If you have a larger assignment due on the 15th, set a reminder 1 month ahead (or however long you think you will need) to start working on it and break up the different tasks for that assignment.

At the beginning of each semester, look through your syllabi and write all the due dates for your classes. Color-code each course, and update as you go. Then, check it weekly to stay on track and adjust as needed.

You can get blank monthly templates online and print them, or purchase a year-long calendar.

April 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2 Discussion Q for History Due 6:00pm	3	4
5	6	7	8 Math chapter 7 due in class	9	10	11
12	13 Work on final draft of English paper	14	15	16	17	18
19	20	21 Start studying for Biology test	22	23	24 English Paper Due In Class	25
26	27	28 Attend campus event 9am-10am	29	30	1	2



SAMPLE WEEKLY SCHEDULE



Creating a schedule helps keep you consistent. If you schedule in regular study times throughout your semester, you are more likely to stick to it and prevent procrastination. This requires practice and discipline, but after some practice will become easier to stick to.

Be realistic and remember to build in enough time to study for each class and to complete your assignments.

Week of:										
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
6:00 AM										
6:30 AM										
7:00 AM										
7:30 AM										
8:00 AM		Class		Class	Catch up on Emails					
8:30 AM										
9:00 AM						Homework				
9:30 AM										
10:00 AM	Study	Class	Study	Class	Homework					
10:30 AM										
11:00 AM										
11:30 AM										
12:00 PM						Lunch				
12:30 PM	Lunch	Lunch	Lunch	Lunch	Lunch					
1:00 PM		Homework	Class	Tutoring	Class	Study				
1:30 PM										
2:00 PM	Study		Homework		Homework					
2:30 PM										
3:00 PM										
3:30 PM			Homework							
4:00 PM	Discussion Post									
4:30 PM										
5:00 PM										

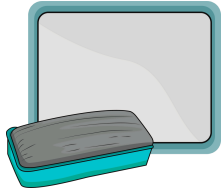


STUDY SCHEDULE



	MON	TUES	WED	THURS	FRI	SAT	SUN
7 am							
8 am							
9 am							
10 am							
11 am							
12 pm							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							

TIME MANAGEMENT TOOLS



Dry Erase Board

Dry erase calendars can easily be updated



Weekly To-Do List

Weekly to do lists keep you focused and on track



Monthly To-Do List

Monthly to do lists keep the big picture in sight, like long term projects.

Todoist

Personal task and to-do manager

Trello

Visual boards for collaborations and projects

Monday.

Plan, track, and manage group work

Asana

Track your work and manage projects