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# Weekly Schedule:
## 8 Steps to Time Management

*Manage your time & keep a positive balance so you can get what you want out of your year!*

1. **Colour in: Academics**
   Colour blocks of time for classes, seminars, tutorials, conferences & meetings with groups/TAs/Professors.

2. **Colour in: Co-curricular Activities**
   Colour blocks of time for work, chores, errands, exercise, prep/eating/clearing up meals, meetings, appointments, time with friends/family & time for personal goals. Factor in time enough time (8 hrs) for sleep.

3. **Colour in: Study Sessions (SS)**
   Colour blocks of time for 2 hr SS. Aim for a 2:1 ratio; study 2 hrs for every 1 hr in class. Factor in commuting time. Plan your SS time for when you are at your best time of the day.

4. **Academic To-Do List**
   Make a list of academic tasks due during the coming week (e.g. assignments, presentations, papers, etc.)

5. **Prioritize**
   Rank (1, 2, 3, or A, B, C) or use the Prioritizing Chart to determine what in your To-do List is most important & urgent, to least important & urgent.

| | Urgent | Not Urgent |
|---|---|---|
| Important | **1** | **2** |
| Not Important | **3** | **4** |

6. **Estimate Time**
   Estimate how long each To-Do List task will take. It is important to OVERESTIMATE (e.g. if you think a paper will take you 3 hrs to write, double the time, then take off a little. So the total time would be 5 hrs.)

7. **Record: To Do List**
   Make a specific plan for what you will do during each SS block (e.g. 2pm – 4pm: ENGL 260 paper – start outline.) Aim for multiple contact periods & spreading it over several days e.g. 1 hr, 6 times per week.

8. **Adjust & Evaluate Your Schedule**
   a) *Adjust* by including uncompleted tasks from the previous day & crossing off tasks once complete. If an unexpected event occurs, trade that time with a SS, so you still complete the number of study hours you assigned yourself.

   b) *Evaluate* by asking:
   **Morning** – Is my schedule realistic given the amount of time each task will actually take? (If not, move the tasks around in the day/week to ensure a manageable schedule.)
   **Evening**- Did I accomplish what I scheduled? If not, why? Was the schedule unrealistic? What future adjustments can I make so my schedule works better?

Patricia Diaz del Castillo (Learning Resources Advisor)

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|---|---|---|---|---|---|---|---|
| 6am | | | | | | | |
| 7am | | | | | | | |
| 8am | | | | | | | |
| 9am | | | | | | | |
| 10am | | | | | | | |
| 11am | | | | | | | |
| Noon | | | | | | | |
| 1pm | | | | | | | |
| 2pm | | | | | | | |
| 3pm | | | | | | | |
| 4pm | | | | | | | |
| 5pm | | | | | | | |
| 6pm | | | | | | | |
| 7pm | | | | | | | |
| 8pm | | | | | | | |
| 9pm | | | | | | | |
| 10pm | | | | | | | |
| 11pm | | | | | | | |
| | | | | | | | |

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Think of this schedule as an experiment, but commit yourself to it!

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