

# Weekly Time Management Schedule

*Below is a sample weekly time management schedule for a student taking 4 courses. Two of the courses are face-to-face (on campus) and two are fully online. In this example, the student has outlined a planned weekly schedule to assist in time management. Please note the amount of time that has been scheduled for each course the student is taking. They have taken into consideration all of the activities that will need to be completed each week. Creating a plan such as the one below is very helpful and highly recommended!*

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4:30 AM	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
5:00 AM	Sleep	Gym	Sleep	Gym	Sleep	Gym	Sleep
5:30 AM	Sleep	Gym	Walk	Gym	Walk	Gym	Sleep
6:00 AM	Sleep	Gym	Walk	Gym	Walk	Gym	Sleep
6:30 AM	Sleep	Get Ready for the day and eat Breakfast	Walk	Get Ready for the day and eat Breakfast	Walk	Get Ready for the day and eat Breakfast	Sleep
7:00 AM	Sleep	Get Ready for the day and eat Breakfast	Get Ready for the day and eat Breakfast	Get Ready for the day and eat Breakfast	Get Ready for the day and eat Breakfast	Get Ready for the day and eat Breakfast	Sleep
7:30 AM	Free	Commute	Get Ready for the day and eat Breakfast	Commute	Get Ready for the day and eat Breakfast	Commute	Free

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 AM	Free	MAT Lecture (on campus)	Read Textbook for BIT	MAT Lecture (on campus)	Login to BOTH courses/check for messages	MAT Lecture (on campus)	Free
8:30 AM	Free	MAT Lecture (on campus)	Read Textbook for BIT	MAT Lecture (on campus)	Participate in Online BIT Discussions	MAT Lecture (on campus)	Free
9:00 AM	Get Ready for the day and eat Breakfast	Read Textbook for CST	Login to BOTH courses/check for messages	Read Textbook for CST	Participate in Online BIT Discussions	Complete CST Lab	Get Ready for the day and eat Breakfast
9:30 AM	Get Ready for the day and eat Breakfast	Read Textbook for CST	Read Online Lecture for BIT	Read Textbook for CST	Read Textbook for BIT Class	Complete CST Lab	Get Ready for the day and eat Breakfast
10:00 AM	Login to BOTH courses/check for messages	CST Lecture (on campus)	Read Online Lecture for BIT	CST Lab (on campus)	Read Textbook for Online BIT Class	Complete CST Lab	Login to BOTH courses/check for messages
10:30 AM	Participate in Online ENG Discussions	CST Lecture (on campus)	Participate in Online BIT Discussions	CST Lab (on campus)	Work on BIT Assignments	Commute	Participate in Online ENG Discussions
11:00 AM	Participate in Online BIT Discussions	CST Lecture (on campus)	Participate in Online BIT Discussions	CST Lab (on campus)	Work on BIT Assignments	Work on BIT Assignments	Participate in Online BIT Discussions
11:30 AM	Read MAT Textbook	CST Lecture (on campus)	Work on BIT Assignments	CST Lab (on campus)	Lunch	Work on BIT Assignments	Review Material for BIT
12:00 PM	Read MAT Textbook	Commute	Work on BIT Assignments	Commute	Lunch	Lunch	Review Material for BIT
12:30 PM	Free	Lunch	Lunch	Lunch	Work on ENG Assignments	Lunch	Take the BIT Online Quiz
1:00 PM	Lunch	Lunch	Lunch	Lunch	Work on ENG Online Assignments	Work on ENG Online Assignments	Take the BIT Online Quiz
1:30 PM	Lunch	Login to BOTH courses/check for messages	Read Textbook for ENG	Login to BOTH courses/check for messages	Break	Work on ENG Online Assignments	Lunch

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2:00 PM	Work on MAT Assignment	Read Online Lecture for ENG	Read Textbook for ENG	Participate in Online ENG Discussions	Read Textbook for ENG	Study MAT	Lunch
2:30 PM	Work on MAT Assignment	Read Online Lecture for ENG	Read Textbook for ENG	Participate in Online ENG Discussions	Read Textbook for ENG	Study MAT	Review Material for ENG
3:00 PM	Study MAT	Read Textbook for ENG	Break	Work on ENG Online Assignments	Study CST	Work on MAT Assignment	Review Material for ENG
3:30 PM	Study MAT	Read Textbook for ENG	Read MAT Textbook	Work on ENG Online Assignments	Study CST	Work on MAT Assignment	Take the ENG Online Quiz
4:00 PM	Leisure	Participate in Online ENG Discussions	Read MAT Textbook	Free	Study CST	Complete CST Lab	Take the ENG Online Quiz
4:30 PM	Leisure	Participate in Online ENG Discussions	Free	Free	Study CST	Complete CST Lab	Free
5:00 PM	Leisure	Free	Free	Review Material for BIT	Review Material for BIT	Complete CST Lab	Free
5:30 PM	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
6:00 PM	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
6:30 PM	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
7:00 PM	Leisure	Free	Work on MAT Assignment	Work on BIT Online Assignments	Work on MAT Assignment	Leisure	Free
7:30 PM	Leisure	Free	Work on MAT Assignment	Work on BIT Online Assignments	Work on MAT Assignment	Leisure	Free

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 PM	Leisure	Free	Free	Free	Free	Leisure	Free
8:30 PM	Leisure	Free	Free	Free	Free	Leisure	Free
9:00 PM	Leisure	Free	Free	Free	Free	Leisure	Free
9:30 PM	Leisure	Free	Free	Free	Free	Leisure	Free
10:00 PM	Leisure	Free	Free	Free	Free	Leisure	Free
10:30 PM	Leisure	Free	Free	Free	Free	Leisure	Free
11:00 PM	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
11:30 PM	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
12:00 AM	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep