

Time Management/ Activities/ Daily study schedule

Create a Daily Schedule

Download and print the PDF Today's Plan and write your own Daily Study Schedule

Construct the Daily Schedule each evening just before bedtime. At this point, you'll have a very good idea of how the next day will go. If you wait until morning, you'll be too rushed to make a plan, and if you don't have a plan for the day, you'll drift. There goes another day.

Refer to the Weekly Schedule just created. Use a small piece of paper and be very specific about the task, study location, time, and duration. Allow time for relaxation. Be realistic: are you really going to start studying at 8:00 AM on Saturday? Break up long periods of study with brief, more pleasant activities. Plan to study when you are most alert. Do more difficult studying first to get it out of the way.

Example Daily Schedule:

Wednesday

- 7:00 - 8:30 Get up. Breakfast. Leave for campus by 8 AM.
- 8:30 - 9:00 Library - 3rd floor, Review history lecture notes, look over text underlining. (half hour)
- 9:30 - 11:00 History class.
- 11:15 - 1:15 Biology lab (take insect collection)
- 1:15 - 2:30 Lunch and rest
- 2:30 - 3:30 Library, Check out library books for term paper (Get 6 references)
- 3:30 - 5:30 Pick up cleaning. Meet Tom for coffee.
- 5:30 - 6:30 Dinner and cleanup
- 6:30 - 10:30 Library - 3rd floor
 - 6:30 - 8:30

History - read chapters 5 & 6, Survey chapters, read summaries (one hour), Underline by section, review underlining. (one hour)

- 8:30 - 10:30

Spanish - study chapter 4, Study grammar (half hour), Make flash cards (half hour), Write out exercises (one hour)

- 10:30 Head for home.

Notice how specific the study plans for the evening are. The tasks themselves are arranged according to priority, and that's what makes this sort of schedule work.

reference

Student Academic Services California Polytechnic State University Retrieved June 12, 2007, from <http://sas.calpoly.edu/asc/ssl/time.mgt.schedules.html>

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