

Managing Your College Schedule?

Prioritize your commitments

Commitment	Rank commitment in order of importance to you (1-9)	Hours spent on commitment
Class and Study Time		
Work		
Family		
Sleep		
Commute (work, school, etc.)		
Meals		
Activities and Leisure (clubs, extracurricular, sports, etc.)		
Social Media (Facebook, Snapchat, Instagram)		
Other		

College Lake County, <http://dept.clillinois.edu/cie/Currentstudents/StudentAdvisingWorkbook.pdf>

Tips for planning your schedule

Prioritize: Figure out what tasks you must complete in order to accomplish your goals and prioritize those tasks by their level of importance. Focus on those tasks that must be completed first.

Organize: Organize your tasks in order to accomplish your goals in a timely manner. This will help to keep track of what needs to be accomplished and when. Some helpful tips include:

Clock – Be mindful of how much time you spend on various activities. Be on time for classes and appointments.

Daily Schedule – Record your daily class schedule and any other daily appointments or tasks, along with your work schedule if you have a job.

Semester Timeline: Note major due dates for all of your classes and watch for busy time periods with a lot going on. Plan and pace yourself on large projects such as writing research papers and learning materials for major exams

Weekly Calendar : Schedule time for all your priorities, including exercise, socializing, personal chores, study time, and recreation. Pay attention to upcoming deadlines.

Utilize Spare Minutes: If you added up all the “spare minutes”, you had in a day, how much extra time would you have? Utilizing extra time wisely can buy you extra time throughout the day. If you have a gap between classes, use the time to review your schedule, outline a paper, or read a couple pages...the minutes will add up!

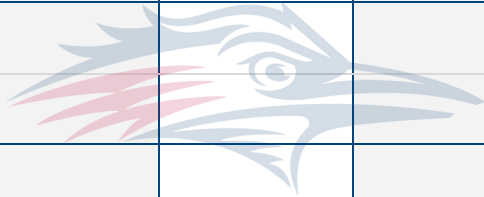
(Rowan University , <http://www.rowan.edu/studentaffairs/orientation/docs/AcademicPlanningGuide13.pdf>)



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**Plan for Success: fill out your weekly schedule including classes, work, study time and leisurely activities!
 In each box, you can hit Enter to go to a second and third line for entering events that start at the 30th minute.**

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 am							
8:30 am							
9:00 am							
9:30 am							
10:00 am							
10:30 am							
11:00 am							
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12:00 pm							
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8:30 pm							



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