

Time Table Work Sheet

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7:30-8:30							
8:30-9:30							
9:30-10:30							
10:30-11:30							
11:30-12:30							
12:30-1:30							
1:30-2:30							
2:30-3:30							
3:30-4:30							
4:30-5:30							
5:30-6:30							
6:30-7:30							
7:30-8:30							
8:30-9:30							
9:30-10:30							
10:30-11:30							

How to Create Your Weekly Schedule

Step 1: Fixed Commitments Enter all your fixed commitments into the schedule – when you have to be in a certain place at a certain time. This can include classes, team practices, club meetings, and your work schedule.

Step 2: Health Habits Enter your health habits into the schedule – when are you going to eat, sleep, and be physically active? Be realistic: you may take a shorter lunch, but need an hour at dinner to walk to the cafeteria, eat, chat, and walk home. Don't forget to block off 7-9 hours each night for sleep!

Step 3: Estimate Hours of Homework Estimate how many hours of homework you'll need to stay on top of your courses and meet your goals. Write down all the things you need to do on a weekly basis for each of your courses. On average, for most courses, for every 1 hour you spend in class, you should be spending a minimum of 1 hour outside of class doing homework. This means that if you have 15 hours of class each week; expect to spend a minimum of 15 hours a week doing homework; labs and other assignments will take additional hours depending on the extent of the write-up.

Step 4: Assign Homework to Blocks of Time Input these hours of homework into your weekly schedule. Look for blocks of time (1, 2, or 3 hours) that are open in your schedule: these may be your homework times. Using a coloured marker, outline the blocks during which you can commit to doing homework, aiming for the hours you estimated in Step 3. Be specific: assign a specific task for a specific course to a certain block. For example, 'on Tuesdays from 9-11am, I do my weekly readings for GENE 114.'

Step 5: the rest of the schedule The schedule is flexible, so add in whatever elements you want (laundry, grocery shopping etc.)

Helpful hints:

Add time to look ahead at your week and make a daily To Do list, and a new weekly schedule, for the upcoming week.

Try this method of designing your weekly schedule, and if you find that it's not for you and you are looking for alternative ways of managing your time, make an appointment with your Student Success Facilitator.