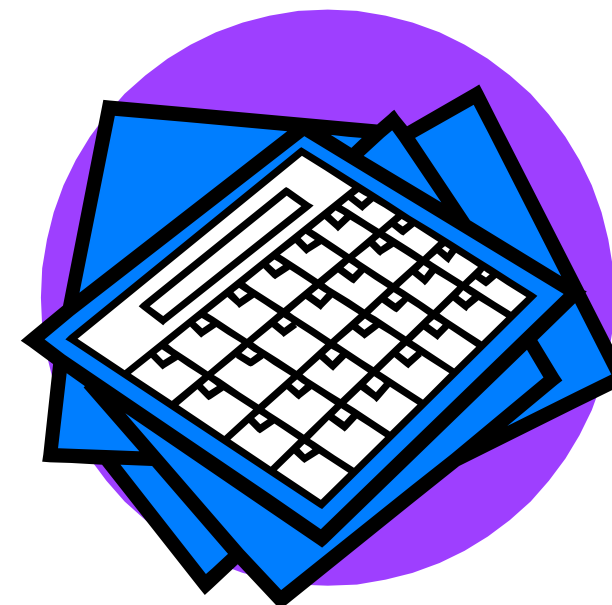


Day	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
7am – 8am							
9am – 10am							
10am – 11am							
11am – noon							
12noon – 1pm							
1pm – 2pm							
2pm – 3pm							
3pm – 4pm							
4pm – 5pm							
5pm – 6pm							
6pm – 7pm							
7pm – 8pm							
8pm – 9pm							
9pm – 10pm							



Devising a Revision Schedule

If you want an A4 page version of this schedule see the Ready Steady Study Booklet.

Students, whether first year or graduate, typically complain about:

- a) the size of their workload and
- b) the amount of unstructured time.

On the surface, these two issues appear to go together, but it takes time and management skills to resolve them. One way of resolving this is to construct a schedule. See back page for sample schedule, or page 8 of the Ready Steady Study booklet.

The Value of a Schedule

Before you even begin to think about the process of studying, you must develop a schedule. If you don't have a schedule or plan for studying, then you will not have any way of allocating your valuable time when the unexpected comes up. A good, well thought out schedule can be a lifesaver. It's up to you to learn how to develop a schedule that meets your needs, revise it if necessary and most important – follow it.

A Schedule Saves Time

All schedules should be made with the idea that they can be revised. A good schedule keeps you from wandering off course. A good schedule, if properly managed, assigns time where time is needed, but you've got to want to do it!

Making Every Hour Count

A schedule should take into account every class, laboratory, lecture, social event and other work in which you engage. There are given such as classes that have to be incorporated. You must focus on the other "free time" available and how you will use it. Make a weekly schedule and block off the 24 hour day in one hour increments. Indicate times for classes, labs, lectures, social, and work time. Block off a period for sleeping each day. With what is left over plan time for study. This gives you a rough road map of the time available. Of course, you can revise your schedule as circumstances warrant.

When to Study

The problem of when to study is critical. A good rule of thumb is that studying should be carried out only when you are rested, alert and have planned for it. Last minute studying just before a class is usually a waste of time.

Studying for Lecture Courses

If your study period is before the lecture class, be sure you have read all the assignments and made notes on what you don't understand. If the study period is after the lecture class, review the notes you took during class while the information is still fresh.

Studying for Recitation Courses

For classes that require recitation, such as a foreign language, be sure to schedule a study period just before the class. Use the time to practice. Sometimes, practice with others can help sharpen your skills in a before-class study period.

Making and Revising a Schedule

Don't be afraid to revise your schedule. Schedules are really plans for how you intend to use your time. If your schedule doesn't work, revise it. You must understand that your schedule is to help you develop good study habits. Once you have developed them, schedule building becomes easier.

Some tips - TRY:

keeping track of your time for an entire week. (Account for every 1/2 hour by filling in your schedule every few hours.) Add up totals for sleep, studying and recreation.

planning your schedule in advance, to whatever degree you are comfortable, adjusting your hours to desired totals.

making clear contracts with yourself regarding time, place and study task.

writing everything down – long term goals (course requirements) on a calendar, short term goals (weekly requirements) on your schedule or a "goals" sheet, daily goals (errands) on a "to do" list.

doing some work on a task the day that it is assigned, then developing a plan for finishing it by dividing the task into at least 5 "chunks" of work with established deadlines and rewards.

doing your most difficult work during hours when you feel best. (Save pleasant tasks for less productive times of the day).