

Tests/Quizzes: _____

Name: _____

Study Schedule

Projects Due: _____

Week of: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
12 am - 1							
1 - 2							
2 - 3							
3 - 4							
4 - 5							
5 - 6							
6 - 7							
7 - 8							
8 - 9							
9 - 10							
10 - 11							
11 - 12							
12 pm - 1							
1 - 2							
2 - 3							
3 - 4							
4 - 5							
5 - 6							
6 - 7							
7 - 8							
8 - 9							
9 - 10							
10 - 11							
11 - 12							

Term GPA Goal: _____

Weekly Study Hours Goal: _____

Actual Study Hours: _____

Directions on how to use the Study Schedule

Philosophy: We all have only 24 hours in a day, seven days in a week. It isn't the amount of time you have that makes a difference between success and failure, but how you use the time you have. Time management can help you keep control of one of your most valuable assets so that you can achieve your most important goals while you are here at Michigan Tech.

Steps in using the Study Schedule:

1. Make out a new schedule for each week (ideally on Sunday night), keeping your completed schedules in a three ring binder. This way you can keep a paper trail of your activities throughout the semester and better analyze the reasons for your accomplishments or disappointments after finals as you prepare for the next semester.
2. Determine a realistic GPA to strive for this semester. This should be a "stretch goal," one that you can attain if you really commit yourself to achieve it, but not one that is either unattainably high or one that is so easy to achieve that you feel no challenge in making it. Document your semester GPA goal in the lower left corner of your Study Schedule each week.
3. Determine your study goals for each class. On average plan to devote two hours of study time per academic credit hour you are taking. For example, if you're taking 15 hours, plan to study 30. This works out to a 45 hour "work week," which is no more than most professionals spend at their jobs per week. You might have to modify your study goals per class as you familiarize yourself with the study demands for each class. For example, a class that is a "no-brainer" might only require a half hour per credit hour to study for, while a really difficult class might require four hours per credit hour to study for. Document your weekly study hours goal on the bottom of your Study Schedule each week.
4. Mark off all of your classes and solid commitments (like a job) in ink. This reminds you to go to class and go to work. You cannot erase ink. Don't skip a class to catch up in another. Research done at the University of Michigan revealed the most important factor for success in college is class attendance.
5. Pencil in your sleeping, eating and planned open times. Do as much as you can to plan for 7-8 hours of sleep per night.
6. Pencil in the number of hours you plan to study. You will use a pencil because "things come up" that might cause a change in your study plans. If you erase four study hours on Monday, for example, then pencil in four hours elsewhere in your Study Schedule into the rest of your week. Try to schedule all of your study time so you can be done by Friday night. That way, if you don't make it by Friday night, you have Saturday and Sunday as "buffer time" to catch up. If you do make it, you then have the weekend to catch up on housework, have fun, and possibly engage in "Review-Preview."
7. Pencil in a certain amount of "fun time" during the week as well as on the weekend. Time away from studying is essential for maintaining your study efficiency. Include at least 2 – 3 hours per week for aerobic or strength training exercise. Planning for fun time and exercise reduces the temptation to "skip out" of planned study time to go have fun. It also reduces the tendency to feel guilty during the week when you are engaged in recreation, and additionally improves your concentration when you *are* engaged in study or project time.
8. If you do attain your study hours goal by Friday night, consider practicing Review-Preview.
 - a. On Saturday, get all of your books, assignments and readings all together. Do not plan to write or highlight anything down. Keep it as casual and as relaxed as possible. For 30 minutes to an hour and a half, go over all of the materials you covered the week before and casually note the areas you comprehended and the areas you still need to work on. By reviewing the materials one last time in a casual setting, you are helping further establish it in your long term memory.
 - b. For Sunday, gather up the materials you anticipate covering in the upcoming week. For 30 minutes to an hour and a half, look the materials over and note the areas that look as though you will comprehend right away, as well as the areas you anticipate having some trouble in. By previewing the materials in a casual setting, you will go through the cognitive "shock of the new" ahead of time, so that when the materials are formally presented in class the following week, you will be mentally ready to ask relevant questions at the moment the professor will be best able to answer them—rather than have the questions come to you ten minutes after class is over.
9. At the end of the week, add up the number of hours you actually studied and document them in the lower right corner of the Study Schedule. If you don't make your goal, don't try to "piggy back" them onto the next week's schedule. Make up a new Study Schedule and begin again.
10. Try not to study a given subject more than two hours at a time, as study efficiency goes down dramatically after that. Also, if you have two very similar subjects, try not to study them back to back. Instead, "sandwich" a subject that is very different from the two classes in between the two classes whose subjects are very close to each other. This improves study efficiency for all three subjects.