

# Strategies for Scheduling

## Schedule fixed blocks of time first.

- ◆ Class & Work Time
- ◆ Essential daily activities (sleeping, eating, etc)

## Include time for errands.

- ◆ Everyone needs to buy toothpaste, pay bills and do laundry.
- ◆ Plan for travel time.

## Schedule time for fun.

- ◆ We all need a break once in a while, whether it be taking a walk, going to the gym, relaxing with friends or watching your favorite TV program.

## Set realistic goals.

- ◆ Don't plan a four-hour job in two hours.

## Allow flexibility in your schedule.

- ◆ Plan for the unexpected.
- ◆ Leave some holes in your schedule as "flex" time or open time.

## Study two hours for every hour in class.

- ◆ This is a guideline—more difficult classes may require more time.

## Avoid scheduling marathon study sessions.

- ◆ Use as a guideline and find what works for you.
- ◆ Remember to let your brain rest once in a while!

## Set clear starting and stopping times.

## Back up to a bigger picture.

- ◆ Keep your long-term goals in mind.

### Time Management Workshop.

Mon, Aug 22, 7 – 8 pm, Eddy 10      Wed, Aug 24, 6 – 7 pm, Eddy 10  
Tae Nosaka      Catherine Kolbet

Source: Ellis, D. (2000). Becoming a master student.