How to Use Weekly & Monthly Schedules

*Use alongside Scheduling.pptx*

**General questions to consider before making either schedule:**

1. What are my standing obligations? *(Dinner at home every Thursday night, classes, club meetings, volunteer work, religious services)*
2. What are the things I want to or have to do outside of class? *(Homework, the gym, etc.)*
3. How much time do I need to unwind between activities?
4. How much task-switching am I capable of? *(Can I go from class to a club meeting to dinner at home every week?)*
5. How long does it take me to get places? Are the places I go close together?

**Monthly Schedule:**

Look at exam dates and assignment due dates in each class, and put those on the monthly calendar. This helps visually see what is coming up in your schedule.

I often pick a color for every class and stick to that to make it visually more interesting.

**Weekly Schedule:**

1. What do I have to attend this week?
   1. Put in class times, appointments, family and social plans, events, etc.
2. Where can I fit in homework and activities that I want or need to do?
   1. Look for gaps between standing obligations
   2. Look at times that this will work for what you are trying to do
3. If you are chunking your time (for example, 20 minutes of homework with a five minute break), take that into account and make a note to allot time for breaks