



**Center for Student Academic Success**  
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## **Creating a Schedule for Success**

1. Record class and lab times in appropriate day/hour blocks in your planner. Include any classes and labs that you are taking.
2. Record study time each day. This will include time for reading, doing homework, and tutoring. Plan to start your study periods with the courses you like the least or that you're not doing as well in. Try to study the same subjects at the same time each study day. Make this a pattern and it will help with concentration and efficiency.
3. If you work, record your work schedule.
4. Record break and meal times if you have regular times for breaks/meals.
5. Record all regularly scheduled personal activities such as clubs and athletics.
6. Record any special things you want to do or need to do on a weekly basis.
7. Schedule a preview (5-30 minutes) immediately before each class, whenever possible. During the preview, look over what you studied last night and the preceding day's notes in preparation for the up-coming class. If you have two or three classes in a row, preview from the last to first class. So you might write: "Prev: Art/Chem" in the block before the classes.
8. Schedule a Review (5-30 minutes) immediately after your classes, whenever possible. Use this time to edit and summarize your notes. You could also look over any assignments that were given and begin to plan what and how you will do them. So you might write: "Rev: Art/Chem."
9. Schedule a regular Weekly Review (WR) for each course. Do it before Saturday if possible. An ideal time is immediately after your last Friday class. This weekly review gives you an opportunity to spread out all of the past week's notes along with the reading assignments to see what you have accomplished during the class and study time in each course. You can also look ahead to plan the next week by reading each course syllabus to determine how much reading you need to do, what projects are due, and if any tests are scheduled.
10. Block time for daily physical activity. This will help you both physically and mentally.
11. Label some empty blocks of time as "Open" for emergencies.
12. Save Friday night, all day Saturday, and some of Sunday for free time to fill with relaxing and fun activities. This will be your reward for sticking with your schedule during the week.