

PLANNING A WEEKLY SCHEDULE

"I must govern the clock and not be governed by it." - Golda Meir

- The workload for a college student is too much to leave for weekends. So, it is important to **schedule time** throughout the week to study, read, and get work done.
- **Organizing yourself** will help you reduce stress and do everything else in your life that is necessary and important to you. This way, when you have free time, it will truly be free.

CREATE A WEEKLY SCHEDULE:

Where does your time go?

- Fill out a **Weekly Schedule** handout to find out!
- Print it from the **Academic Skills Centre's** website in **Online Resources**.
- Fill in **all your activities** over the course of an entire week, including weekends, such as:
 - the time you wake up and go to bed
 - classes
 - job (10–15 hours per week is recommended)
 - travel time
 - meals
 - duties at home
 - recreation
 - volunteering and community work
- Colour-coordinate activities, as in the example, so they are grouped: put all your **classes** in one color, your **work hours** in another color, etc.
- This should help you see where you can schedule blocks of time to do schoolwork. Do you need to make any changes to make more time to get school work done? Remember, demands on your time will increase mid-semester.

ACADEMIC SKILLS CENTRE, DAWSON COLLEGE

WEEKLY SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7:00							
8:00	T R A V E L						
9:00	ENG.	FREN.	ENG.	FREN.	PHYS. ED.		
10:00						/	/
11:00		HUM.		HUM.		WORK	/
12:00						/	WORK
1:00	PSYCH.		PSYCH.			/	/
2:00							
3:00							
4:00		MATH		MATH			
5:00							
6:00	FAMILY DINNER		FAMILY DINNER				
7:00	DINNER		DINNER		FAMILY DINNER		
8:00	BASKET BALL		BASKET BALL				
9:00							
10:00							
11:00	S L E E P						
12:00							

How much time do you need for school work?

- Some teachers expect one hour of study time for every hour of class time.
- The Ministry of Education sets a "**ponderation**" (time allotment) for every college course. This appears on **course outlines** as a series of three figures. The **third figure** represents the number of **hours per week** that should be spent on **schoolwork** for that course.
- This is an example of a ponderation for a science course:
 - **Ponderation 3-2-3 (3 hours of lecture, 2 hours of labs, and 3 hours of work outside class)**
- If you have 5 similar classes, you will have 15 hours of class time and should set aside about 15 hours per week to do schoolwork.
- Please note that these are guidelines and you may require less or more time, depending on your learning style.



PLANNING A WEEKLY SCHEDULE

Continued

- Calculate how much study time is recommended for all your courses.
- Schedule study blocks throughout the week on your weekly schedule until you have set aside enough time.

VARY THE LENGTHS OF YOUR STUDY BLOCKS:

- Note the varying lengths of the study blocks in **red** in the example **Weekly Schedule** on the right.
- Avoid setting aside a whole afternoon or day as one study block. You could end up feeling like you are always working but not actually getting anything done.
- Instead, set aside **realistic blocks of time** when you know you could be fully productive and on-task.
- Short blocks, perhaps **30 minutes** long, can be used to accomplish **one small task**, such as reviewing notes or brainstorming for an assignment, for example.
- Longer blocks of time, perhaps **45–60 minutes** in length, can be used to tackle a **difficult task** or **two small tasks**. Save these longer blocks for the times of day you are the most alert.
 - See the handout: **Plan Productive Study Blocks**.
- Set aside a short study block during a long break in between classes. After you are done, you can eat, socialize, or see a peer tutor, someone in the ASC, or a teacher.
- If **focusing** for longer periods of time is **challenging**, plan many short study sessions, perhaps 15–20 minutes long, and see your work progress over time.
- **Stay flexible**. You may have to move study blocks around due to changes in your life.

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	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FREDDAY	SATURDAY	SUNDAY
7:00							
8:00	TRAVEL						
9:00	ENG.	FREN.	ENG.	FREN.	PHYS. ED.		
10:00							
11:00							
12:00		HUM.		HUM.		WORK	
1:00					TRAVEL		
2:00	PSYCH.		PSYCH.				WORK
3:00	TRAVEL		TRAVEL				
4:00							
5:00		MATH		MATH			
6:00	FAMILY DINNER	TRAVEL	FAMILY DINNER	TRAVEL			DINNER
7:00		DINNER		DINNER	FAMILY DINNER		
8:00	BASKETBALL		BASKETBALL				
9:00							
10:00							
11:00							
12:00	SLEEP						

TAKE SHORT BREAKS:

- Plan to take short breaks, perhaps **10–15 minutes** long, in between study blocks. You can also choose to break up a longer study block with a short break in the middle.
- You can stretch, have a snack, etc. If possible, move to a **new space to refresh**. However, if you might be challenged to sit down again, take your break at your work space.
- **Avoid** doing something that is **hard to stop** during your break, such as playing video games, meeting with friends, etc.

For more help, contact the Academic Skills Centre.