



## Step 4: How Do I Maintain My Schedule?

### *Hints to Help You With Scheduling*

- 1. Review Your Semester Schedule:** You should plan a time **each week** to review your semester schedule, make changes and/or additions, and plan your schedule for the upcoming week.
- 2. Review Your Weekly Schedule:** You should plan a time **each day** to review your weekly schedule. This is a time to ensure you have completed all the tasks from the previous day and a time to adjust your schedule for any changes that may be necessary for that day.
- 3. Set Priorities:** Decide what tasks are most important and most difficult for **each day**. Begin working on those tasks first.
- 4. Be Realistic:** Start major projects early and well in advance of deadlines. If you know you have a major project due in one month and it requires a significant amount of your time, plan ahead and schedule time each week to work on the task. Do not wait until the week that the project is due to start working on it. See the “Avoiding Procrastination” tool in the SRI Tool Shop if you feel this may be an issue for you.
- 5. Do Not Steal Time:** Do not steal from your scheduled study time or other important scheduled time. However, you can **borrow** time. If you find yourself doing a recreational activity while you should be studying, just remember to replace the study time you borrowed from the time you planned for a recreational activity later in your schedule.
- 6. Create the Ideal Study Zone:** Visit the SRI Tool Shop and complete the exercise “Creating the Ideal Study Zone.” This exercise is designed to help you identify your preferences for creating the most effective study environment possible.
- 7. Use Free Time:** Use the free time you have each day between classes to get a jump on your studies for that day. **Remember:** the best time to study is immediately following class.
- 8. Be Flexible:** Make sure you leave time in your schedule each day and each week for unexpected events, tasks, and requirements.
- 9. Relax. Do Not Overcommit Yourself:** Remember to schedule time to unwind. This may be through exercising, socializing, entertainment, etc. It is important for you to strike a balance between study time and relaxation time in order to prevent “burnout.” Do not pack your schedule too tightly or you are bound to stray from it.