

# Plan Your Daily Schedule

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Keeping in mind the short and intermediate term goals you have worked on and the overall semester schedule, we will now develop a daily planning schedule taking us through a typical week in which classes are in session. After you complete your schedule, you will trade papers with another student for review. To help you design a reasonable schedule to meet your goals, let's do a quick "Activity Inventory" first.

## Activity Inventory

1. Do you currently have a job (volunteer or paid)?      YES                      NO

If yes, how many hours a week are you usually required to work? \_\_\_\_\_

(If you have more than one job, tally up the total number of hours you will work each week.)

2. How many credit hours of classes are you enrolled in? \_\_\_\_\_

Multiply this answer by 2 and this is the number of hours **per week** you should dedicate toward studying, reading, or homework (schoolwork outside of normal class time). *Tip: Study time should be divided into smaller segments over many days in the week, rather than one or two long segments.*

\_\_\_\_\_

3. How many hours of sleep do you require per night, without feeling tired or exhausted the next day?

\_\_\_\_\_

4. Are there any other activities you do on a regular schedule on a daily basis? (Examples could include 1 hour of exercise, 30 minutes to cook dinner for family, piano practice, etc.) If so, list as many as you can think of and how much time they require.

Once the Activity Inventory is finished, use the prompts on the next page to help you develop a schedule that incorporates the information in the inventory. A classmate will then review the schedule and offer feedback on it.
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## Helpful Instructions to Plan Your Schedule

**TIP #1:** When you plan your activities, group them into one of four categories by coloring those blocks with different colors. The four categories are Sleep (rest), School, Work, and Personal time. Write the name of the activity in the block and then draw a box around the hours of the day that will be needed. For example, if you have class from 10 AM to 12 noon, block off those two hours, label them with your course numbers, and shade them with the correct color for the School category. A partial example schedule is shown on the right.

Description of Categories:

**Sleep (yellow)** – would include any time needed for sleep at night, naps, etc. No other activities should take place during this time (for example, checking e-mail, doing chores, etc.).

**School (blue)** – would include time spent in classes as well as time spent working on assignments or studying for classes, on or off campus.

**Work (green)** – would include time spent at jobs or any volunteer activities, especially those that have a rigid schedule that you are expected to follow, or chores done at home (mowing the lawn, etc.)

**Personal (red)** – would include time spent on personal activities that must be done on a regular schedule, such as cooking dinner for the family or exercising at the gym. *Unmarked blocks (white) are your “spare time” for any other leisure activities, such as seeing a movie, talking on the phone, etc.*

**TIP #2:** Be sure to allow an adequate amount of time for each activity. Do not force yourself to “rush” activities. For example, do not plan to drive faster to make it to class in a shorter time, or allocate only 6 hours to sleep when you normally need 8 hours of sleep. Use your “Activity Inventory” to help allocate the correct amount of time.

**TIP #3:**

Leave enough “buffer time” between activities when necessary. Commonly buffer time is required whenever you need to travel from place to place. For example, if you have a 9 AM class at UC Blue Ash, then buffer time from 8:30 to 9 AM is required (or longer if you need more time to drive), and another 30 minutes of buffer time would be required when you leave UC Blue Ash. You do not need to color code buffer time, but you can block out the appropriate spots on the schedule for it. (Black is used in the example).

If you find yourself “running out of hours in the day” on paper to include all your activities, this may be a sign that something needs to be trimmed back, whether that means taking fewer classes, working fewer hours, or committing to spending less time surfing the web or playing video games.

	Monday	Tuesday
5:00 AM	SLEEP	SLEEP
5:30		
6:00		
6:30		
7:00		
7:30		
8:00	Shower	Shower
8:30	Breakfast	Breakfast
9:00		
9:30		ENGL 1001
10:00	Psych 1001	
10:30		
11:00	CHEM 1040	MATH 1061
11:30	(lecture)	
12:00 PM	Lunch	
12:30		
1:00	CHEM 1040	Lunch
1:30	(recitation)	
2:00		
2:30	Study &	
3:00	Homework	
3:30		
4:00		
4:30		
5:00	Cooking	Cooking
5:30	Family	Dinner
6:00	Dinner	
6:30		
7:00	WORK	WORK
7:30		
8:00		
8:30		
9:00		
9:30		
10:00		
10:30		
11:00		
11:30		
12:00 AM		
12:30	SLEEP	SLEEP
1:00		

Name: \_\_\_\_\_

Reviewer: \_\_\_\_\_

### Semester Daily Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00 AM							
6:30							
7:00							
7:30							
8:00							
8:30							
9:00							
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11:00							
11:30							
<b>12:00 PM</b>							
12:30							
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<b>12:00 AM</b>							
12:30							
1:00							
2AM – 6 AM							