**Create a schedule for yourself.**

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**Plan a Weekly schedule that include dedicated Study times:**

1. Look at your program requirements in My Path or Program & Course Catalogue
2. Find the course schedule on Course Scheduling Tool
3. Make sure to read the Section Notes
4. Record the essentials. E.g. eat, sleep, commute times, and family commitments.
5. Add work schedule (if applicable)
6. Then enter your potential class times (use the Course Scheduling Tool)
7. Now input study times for each class (min 2 hours for each hour of class)
8. Finally – Look at your schedule and ask yourself, “Do I have enough time to take this many classes and dedicate the study time required to be successful?”
9. Give your schedule to someone you trust to hold you accountable to your study times.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Time | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| 0030-0630 |  |  |  |  |  |  |  |
| 0630-0730 |  |  |  |  |  |  |  |
| 0730-0830 |  |  |  |  |  |  |  |
| 0830-0930 |  |  |  |  |  |  |  |
| 0930-1030 |  |  |  |  |  |  |  |
| 1030-1130 |  |  |  |  |  |  |  |
| 1130-1230 |  |  |  |  |  |  |  |
| 1230-1330 |  |  |  |  |  |  |  |
| 1330-1430 |  |  |  |  |  |  |  |
| 1430-1530 |  |  |  |  |  |  |  |
| 1530-1630 |  |  |  |  |  |  |  |
| 1630-1730 |  |  |  |  |  |  |  |
| 1730-1830 |  |  |  |  |  |  |  |
| 1830-1930 |  |  |  |  |  |  |  |
| 1930-2030 |  |  |  |  |  |  |  |
| 2030-2130 |  |  |  |  |  |  |  |
| 2130-2230 |  |  |  |  |  |  |  |
| 2230-2330 |  |  |  |  |  |  |  |
| 2330-0030 |  |  |  |  |  |  |  |

**Time Management**

Class Time = 3 to 4 hours per week

Study Time is 2 to 3 hours for every hour in class.

I.e.. For every 3-credit course, you should be spending approximately 6 to 12 hours per week studying outside of class.

So, on average:

One Course: 3 to 4 hours in class PLUS 6 to 12 hours studying = 9 to 16 hours per week

Two courses = 18 to 32 hours per week

Three courses = 27 to 48 hours per week

The above are estimates only. Every person studies differently. And each week will vary for each course. Also, around exam, paper and final exam time, the amount of time studying outside of class increases.