

# Managing Your Time

Using a

**WEEKLY**



**SCHEDULE**

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Revised August 2004

## Why do I need to use a weekly schedule?

If you feel you do not have enough time during the week to get things done, a weekly schedule will show you when and how you are using your time each day during the week so that you can make informed decisions, if necessary, on re-distributing activities to meet the demands of what you need or want to accomplish.

## What do I use for a weekly schedule?

You can buy a planner, make a schedule on the computer, or come by the University Tutorial Center, Library Palmer Wing, Room 1039, and get free blank copies of a weekly schedule. Blank copies of a days-of-the-week schedules are also available.

## How do I start my weekly schedule?

Turn the sheet over and look at the sample schedule. Make a schedule for the first week of the quarter.

First, **write down “fixed”** (i.e., regularly occurring activities you generally have little or no choice in determining) **commitments** such as classes, work, etc.

Second, **write down “variable”** (i.e., regularly occurring activities you generally have a choice in determining when and how long) **daily living activities** such as sleeping, eating, etc.

Third, **write down “variable” study sessions** using the following suggestions: (1) Write down specific courses (e.g., Study Math) and what you plan to do (i.e., which chapters, problems, questions, etc.); (2) Plan to study in frequent, short sessions each week to maintain attention and provide for numerous reviews; (3) Study your most difficult, least interesting, or most disliked course when you are the most alert scheduled in one-hour blocks of study time (i.e., study 50 minutes, take a 10-minute break); and (4) Schedule 2 to 3 hours of outside study for each hour you are in the classroom and then increase or decrease the time as needed.

Fourth, **write down “variable” recreational activities** such as watching TV, using the computer, etc.).

Using your completed first week’s schedule as a template, make photocopies for each of the remaining 10 weeks in the quarter, writing the inclusive dates and week of the quarter on each schedule. Keep your packet of weekly schedules in your 3-ring binder.

Be flexible; the need for extra time, unexpected situations and emergencies will occur. Find and use small, available amounts of time before, between, and after classes for reading, doing homework, or studying



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As changes do occur in your schedule (e.g., appointments, special meetings, etc.) or you need extra time to prepare for exams, completing projects, etc., go the page for that week and see what “variable” activities must now be moved to another day and time or eliminated to accommodate the change or need for extra time. Make the necessary adjustment for that week.

Write down  
Week # and  
date.

Sample  
**WEEKLY SCHEDULE**

Week # 1 starting: 1 - 04

Quarter: (Fa) Wi Sp Su 2006

	SUN	MON	TUE	WED	THU	FRI	SAT
6 am	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
7 am	↓	↓	Shower/Dress/ Breakfast	↓	Shower/Dress/ Breakfast	Shower/Dress/ Breakfast	Shower/Dress/ Breakfast
	Shower/Dress/ Breakfast	Shower/Dress/ Breakfast	To CSULA ---8:30---	Shower/Dress/ Breakfast	To CSULA ---8:30---	---8:30--- To work	---8:30--- To park
	Newspaper/ TV	Study PSY	---9:50---			Work	Soccer
	Yardwork/ Housework	↓	MATH 090				↓
	↓	To CSULA ---11:45---	---11:30--- Lunch	To ---			To home ---11:30--- Shower
	Lunch/TV	---12:15---	Study MATH				Lunch/TV
	↓	PSY 150	---1:35---				Shopping
1 pm	Laundry/ Study MATH	---1:55---					
2 pm	↓	Lunch ---2:30--- To work	PHIL 151	Lunch ---2:30--- To work	PHIL 151		↓
3 pm	↓	Work	---3:15--- To home	Work	---3:15--- To home		Nap/TV
4 pm	Jog/Shower		Study PHIL		Study PHIL	To home ---4:30--- Shower	Study PHIL
5 pm	Dinner/TV		↓		↓	Study PSY	↓
6 pm	Study PHIL		Dinner/TV		Dinner/TV	Dinner/Dress	
7 pm	Study PSY		Study MATH		Study MATH	Go out	
8 pm	Computer		↓		↓		
9 pm	↓	↓	TV				
10 pm	TV	To home ---10:30--- Shower/Eat	↓	To home ---10:30--- Shower/Eat			
11 pm	Sleep	TV	Sleep	TV			

(1) Write down  
“fixed”  
commitments,  
e.g., classes,  
work, club  
meetings,  
practices or  
rehearsals, church,  
family  
obligations,  
commuting, etc.

(2) Write down  
“variable”  
living  
activities,  
e.g., personal  
hygiene, meals,  
sleeping,  
shopping,  
housework, etc.

(3) Write  
down  
“variable”  
study  
sessions.

(4) Write  
down  
“variable”  
recreational  
activities,  
e.g., going out,  
TV, computer,  
exercise, etc.