

# Managing Your Time

Using a

**DAYS-OF-THE-WEEK**



**SCHEDULE**

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## Why do I need to use a days-of-the-week schedule?

A days-of-the-week schedule can help you keep track of and remember both time-specific (e.g., classes, meetings, appointments, etc.) and task-specific (e.g., Read HIST 202A Ch. 4) activities. Using this schedule will help you to remember scheduled activities and prevent you from “double” scheduling (i.e., scheduling one activity at the same or overlapping time as another activity) and creating schedule conflicts.

## What do I use for a days-of-the-week schedule?

If you decide to use this type of schedule, you will probably be better off purchasing a planner. However, consider using the blank Days-of-the-Week schedules available at the University Tutorial Center, Library Palmer Wing, Room 1039, to try out this type of schedule to see if it meets your needs before committing yourself to purchasing a planner.

When purchasing a planner, note that the pages in some “week-at-a-glance”-type planners indicate times for each day (i.e., 8 a.m. to 5 p.m.). This type of planner is good for recording time-specific activities (e.g., doctor’s appointment).

Other planners have pages that have only lines for each day. This type of planner is good for recording task-specific activities (e.g., MATH 100 Chapter 4 problems due).

Monday, February 4		
8		1
9	Dr. Wong @ HC	2

Monday, February 4	
MATH 100, Sec 4.5, #1-15 odd	

## How do I start my days-of-the-week schedule?

The days-of-the-week schedule will be a combination of a quarterly (monthly), a weekly schedule, and a daily things-to-do list. You can write down **regularly-occurring time-specific activities** (e.g., classes, meetings, work, baby-sitting) as well as **non-reoccurring time-specific activities** such as course-related requirements (e.g., quizzes, exams, research paper due dates, presentation dates, etc.), appointments (e.g., job interview, doctor, instructor, etc.), and special events (e.g., University holidays, birthdays, weddings, trips, etc.). You can also write down **task-specific activities** that need to be completed (e.g., reading or written assignments, applications, etc.).

### Most Important to Remember to Do

On a regular basis, be sure to turn pages and look ahead or this schedule won’t work for you.



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