GUIDELINES FOR MAKING A SCHEDULE
RUTGERS LEARNING CENTERS

Being successful at the university level will probably require a more careful and effective utilization of time than the student has ever achieved before. Professors will assign readings, problems, papers, and other tasks with the expectation that the student will average about two hours of preparation for each hour in the classroom. The job of being a university student, like most other jobs, can be carried out either efficiently or inefficiently. The best technique for developing more efficient habits of time use is to prepare a schedule. The most successful system for most students is to combine long, medium, and short range planning to manage time effectively.

<table>
<thead>
<tr>
<th>Short (Daily)</th>
<th>Medium (Weekly Schedule)</th>
<th>Long Term (Monthly Schedule)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Create a list of tasks and goals that are to be accomplished that day.</td>
<td>1. Fill in all committed time (classes, organization meetings, meals, jobs etc.)</td>
<td>1. Utilize a monthly calendar.</td>
</tr>
<tr>
<td>2. Organize tasks and goals into the order that they should be accomplished.</td>
<td>2. Plan for at least 2 hours of study time for each class hour; this can vary depending</td>
<td>2. Fill in dates with assignments, long term projects, exams, etc.</td>
</tr>
<tr>
<td>3. High priority tasks are most important.</td>
<td>on the difficulty and subject matter of the course.</td>
<td>3. Be sure to include personal dates such as vacations, events, etc. that will require</td>
</tr>
<tr>
<td>4. Include tasks that can be accomplished easily as well.</td>
<td>3. Utilize day time hours for study as much as possible.</td>
<td>planning your study schedule around.</td>
</tr>
<tr>
<td>5. Execute the plan crossing off tasks when they are completed and move on to</td>
<td>4. Study no more than 2 hour sessions on one subject avoiding marathon sessions!</td>
<td>4. Use this to plan long term preparation and completion of projects, papers, exams.</td>
</tr>
<tr>
<td>6. If you complete your list for the day be sure to reward yourself.</td>
<td>5. Revise and study class notes as soon as possible after class lecture.</td>
<td>5. Make your assignments due at least 2 days in advance</td>
</tr>
</tbody>
</table>

|                                                                           | 6. Plan for review – a regular time when you bring the week’s materials together and  |
|                                                                           | test your knowledge.                                                                  |
|                                                                           | 7. Trade time – don’t steal it! When unexpected events arise, plan another time in   |
|                                                                           | the week to make up the missed studying.                                              |
|                                                                           | 8. Plan in physical fitness time. Healthy body = Healthy mind.                         |
|                                                                           | 9. Plan in relaxation time and time for personal business.                             |
|                                                                           | 10. On Sunday, set aside for planning what needs to be accomplished in the next week. |
*Successful students will often utilize all three planning time frames together to efficiently and effectively complete their short, medium, and long term tasks and goals, while balancing college with personal activities and interests.\[
\]

Examples:

| Short Term - Tasks for that day | Medium Term - Weekly Schedule  
(Do this for each day of that week) | Longer Term - Monthly Calendar |
|---------------------------------|---------------------------------|-------------------------------|
| **Monday:**  
Breakfast on Campus  
Pre-read biology chapter 2  
Exposition Class  
Ask professor about Expos rough draft  
Prepare for History Quiz/Paper  
Call RLC set up academic coaching  
Meet Bob for Biology review session  
Mail letter  
Eat dinner  
Workout at gym | **Monday**  
9AM – Breakfast  
9:30AM – 11:30AM Study  
11:45AM – 1PM – Exposition  
1:15 – 3:15 Study  
4PM – 5PM work out  
6PM – Dinner  
7PM – 8:30 American History  
**Tuesday**  
9:30AM Breakfast  
10AM – 11:45 Chemistry  
12PM – 12:30 Lunch  
12:45PM - 2:15PM – Psychology  
2:30PM – 3:30PM – Biology  
4PM – 5:30PM Study  
6PM – 7PM Dinner  
8PM – 10PM Study  
**Wednesday**  
**Thursday**  
**Friday**  
**Saturday**  
**Sunday** | **Monday 17th** – 1st Draft Expos Paper Due  
**Tuesday 18th** – Bio Exam  
**Thursday 21st** – History Paper Due  
Expos Paper Due  
**Friday 22nd** – Friends visiting  
**Monday 25th** – Meeting Academic Coach  
**Wednesday 27th** – Chemistry Exam  
**Saturday 31st** – RU Football Game |