

1. Semester Master Plan

- Use a monthly calendar/planner as your Master Plan template.
- In your calendar, record all required duties such as classes, labs, and work schedule.
- Next, add other regular occurring events such as devoted sports/gym time, meetings, etc.
- Always record irregular happenings *as soon as they get scheduled* (i.e. doctor appointments, job interviews, etc.)
- Check syllabus/Canvas for all course expectations and plot all major due dates.

2. Weekly Plan

- Use a weekly calendar/planner for your Weekly Plan template.
- Each week, refer to your Master Plan and make note of the important deadlines/appointments for that week.
- Determine the total number of hours you need to study each week. For each credit hour, it is recommended that you study a minimum of 2 hours per credit. (For example, if you are taking 12 credits, you should set aside $2 \times 12 = 24$ hours of total study time per week).
- Based on your Master Schedule and necessary weekly study hours, record daily study goals:
 - Reserve time to study particular subjects, **OR**
 - Reserve time that you will study, but not deciding in advance which courses will be studied in which hours.
- Be flexible. If you need to adjust your study times, specifically find another spot on your schedule and plan it.
- Schedule some time for you to relax or do something you enjoy.

3. Daily Plan

- Use a daily (hour by hour) calendar/planner as your Daily plan template.
- Refer to your Weekly Plan and record the details of that day into your Daily plan, this time be SPECIFIC with time. (i.e. Block out your 10:15am-11:30am class, Block out 2 hours of study time before class from 9:00am – 10:00am.)
- Prioritize – begin with the most difficult subject or task. You’ll have more energy to take on a challenge when you are at your best.
- Within your blocks of study time, apply specific study skills and strategies to maximize time (“Intense Study Session” , “PARROT” , Concept Mapping, etc.)
- Leave some empty blocks of time as OPEN for academic or personal needs..

Semester Master Plan

Month:						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat

Month:						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat

Weekly Planner

	Week of:						
	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
6 am - 7 am							
7 am - 8 am							
8 am - 9 am							
9 am - 10 am							
10 am - 11 am							
11 am - 12 pm							
12 pm - 1 pm							
1 pm - 2 pm							
1 pm - 2 pm							
2 pm - 3 pm							
3 pm - 4 pm							
4 pm - 5 pm							
5 pm - 6 pm							
6 pm - 7 pm							
7 pm - 8 pm							
8 pm - 9 pm							
9 pm - 10 pm							
10 pm - 11 pm							
11 pm - 12 am							
12 am - 1 am							

Date:

Daily Planner

Time	Priori	Items	Y	N
7 AM				
8				
9				
10				
11				
12				
1 PM				
2				
3				
4				
5				
6				
7				
8PM				
9				
10				
11PM				
Weekly Goals			Deadlines	