



SET A STUDY SCHEDULE

Planning your study schedule ties your goals and priorities together. No one can “do it all,” and it’s not realistic to try to accomplish all of your goals during finals week. Having a plan makes a great difference in how much you can accomplish. Your study schedule shows the big picture of how you’ll spend time during the semester on your goals.

It’s a good idea to keep your schedule with you at all times. That way, you can make changes as you learn about them and you can spend time on assignments when you have extra time. To set your study schedule for the semester follow these steps:

1. Gather your semester school calendar, class schedule, class syllabi and athletics calendar.
2. Purchase or make a calendar for the semester that has plenty of room to write in each day.
3. Mark your academic requirements for the semester. For example: school vacation and break dates, class and lab time for each class, final exam dates, other test or quiz dates, class trips.
4. Mark your athletic requirements for the semester. For example: all practice dates and times, athletics games or events (home or away), travel leave and return times, study table dates and times, CHAMPS/ Life Skills Program dates and times.
5. Mark all social events for the semester. For example: visits to or from home, special social events or concerts.
6. Mark time to study for each class. A typical rule-of-thumb is to schedule two hours of study for each hour of class per week.
7. Write in other notes that will keep you on track. For example, “begin history paper” or purchase materials for art project.”
8. Check for conflicts between your academic and athletics requirements.
9. Talk with your instructors to set up alternate or make-up dates for conflicts. Mark these on your study schedule.

Information provided by: CHAMPS/Life Skills.