

## 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 Study 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 |   |
|              |        |       |           |   |
|              |        |       |           |   |