

How to Plot Your Schedule

1. Write out your first “to do” item. You can do this on paper or digitally, perhaps with the help of a program like Excel (as shown below). Remember to break larger assignments, such as papers or big projects, into smaller sub-tasks to make them more manageable.

	A	B	C
1	To Do List	Amount of Time Needed	Deadline/Priority Level
2	Paper - Brainstorm		
3			
4			
5			

2. Identify the amount of time needed to accomplish your first “to do” item.

	A	B	C
1	To Do List	Amount of Time Needed	Deadline/Priority Level
2	Paper - Brainstorm	1 hour	
3			
4			
5			

3. Identify the deadline and/or priority level of the “to do” item.

	A	B	C
1	To Do List	Amount of Time Needed	Deadline/Priority Level
2	Paper - Brainstorm	1 hour	2 weeks
3			
4			
5			

4. Complete your list for the next 1-2 weeks (consider adding items that will take longer than 2 weeks as well).

Color-coding is optional, but it can be helpful for staying organized.

	A	B	C
1	To Do List	Amount of Time Needed	Deadline/Priority Level
2	Paper - Brainstorm	1 hour	2 weeks
3	Paper - Research	2 hours	2 weeks
4	Paper - Outline	1 hour	2 weeks
5	Paper - Intro	1 hour	2 weeks
6	Paper - Conclusion	1 hour	2 weeks
7	Paper - First Draft	2 hours	2 weeks
8	Paper - Take to Writing Center	1 hours	2 weeks
9	Paper - Revisions	2 hours	2 weeks
10	Orgo - Review past assignments	2 hours	1 week
11	Orgo - Study with friends	2 hours	1 week
12	Orgo - Visit TA hours	1 hour	1 week
13	Orgo - Academic Mentoring session	2 hours	1 week
14	Calc - Problem sets	6 hours	1 week
15	Anthro - Read 2 chapters	2 hours	1 week
16	Anthro - Begin research for paper	2 hours	3 weeks

5. Create a “standard” weekly schedule, which will be used as the foundation of your time management. You can do this in a program like Excel, or you may prefer to use an online calendar (such as Outlook or Google Calendar).

At minimum, you should include your class meeting times and any other recurring commitments. You may also wish to block out time things like sleeping time, meals, office hours/help sessions you expect to attend frequently, etc.

	A	B	C	D	E	F	G	H
1	Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	8:00 AM							Sleeping in
3	9:00 AM		Class	Class	Class	Class	Class	
4	10:00 AM							
5	11:00 AM			Class		Class	Class	
6	12:00 PM							
7	1:00 PM							
8	2:00 PM							
9	3:00 PM						Class	
10	4:00 PM	PLTL						
11	5:00 PM						Class	Volunteering
12	6:00 PM							
13	7:00 PM				Class			
14	8:00 PM		Club Meeting					
15	9:00 PM							
16	10:00 PM							
17	11:00 PM							
18	12:00 AM							

6. Create a copy of this “standard” schedule for every week of the semester. If you are using an online/digital calendar, you should be able to set each of these events to recur weekly until a specified end date.

7. **Begin plotting your “to do” list in your standard weekly schedule, one task at a time.** Whenever possible, leave space to take a break between “to do” items, and try to spread study sessions across several days; this is better than “cramming” and helps with retention.

You may find it helpful to mark off assignments after you plot them. Any lower-priority assignments you aren’t able to plot should be plotted first on the following week’s schedule.

Your finished weekly schedule should look something like this:

	A	B	C	D	E	F	G	H
1	Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	8:00 AM							Sleeping in
3	9:00 AM		Class	Class	Class	Class	Class	
4	10:00 AM	Paper - Brainst						
5	11:00 AM							
6	12:00 PM							
7	1:00 PM	Anthro - Read 2 chapters						
8	2:00 PM		Paper - Research			Paper - Intro		
9	3:00 PM						Class	
10	4:00 PM	PLTL		Paper - Outline	Paper - Concl	Orgo - TA hrs		
11	5:00 PM		Calc - Problem sets					
12	6:00 PM			Calc - Problem sets	Class	Paper - First draft	Paper - Writ. Cent.	
13	7:00 PM							
14	8:00 PM	Orgo - Review past assign.	Club Meeting				Orgo - Acad. Mentoring	Paper - Revisions
15	9:00 PM			Orgo - Study w/ friends				Calc - Problem sets
16	10:00 PM							
17	11:00 PM							Anthro - Begin research
18	12:00 AM							