



Time Management: Take Control of Your Time with a Study Schedule

Academic Coaching

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Staying on Track...



Remote learning requires a high level of organization. Keeping track of assignments and due dates is one part of your system, but ensuring that you have the time to study is equally important.

This lesson will discuss using a graphic organizer (study schedule) to analyze your time commitments and make a study schedule that will fit with your courseload's demands.

Why make a study schedule?



- Get your schedule out of your head and into something visible
- See where your current time commitments are
- Ensure that you have budgeted enough time to do your coursework
- Reduce stress - help yourself stay on task
- Schedule study time to be prepared & study efficiently

The 80/20 rule – College Expectations



In high school, most coursework is delivered in the class. Students spend most of their time in school, and that time is scheduled:

High School:

80% of students' time is spent in class,
while 20% is spent on coursework outside of class

College – this ratio is flipped:

20% of your time is spent in class,
while you are responsible for 80% of the work, outside of class

Budgeting Enough Time– College Expectations



The general guideline is to schedule 2 to 3 hours of study time per credit you are taking.

So:

if you are taking 12 credits

12 credits x 2 hours of study time = 24

12 credits x 3 hours of study time = 36

You will need to budget 24 to 36 hours of study time.

Budgeting Enough Time: Building a Study Schedule



Building a study schedule will allow you to see how you are spending your time, and where you have dedicated study time, and whether you have enough time to meet course demands.

On the next page is an example of a study schedule, and directions for this module's assignment follow.

Study Schedule Example

Mon.	Tue.	Wed.	Thurs.	Fri.	Sat.	Sun.	Hour
						Morning routine	6:00 am
Morning routine	Morning routine	Morning routine	Morning routine	Morning routine	Morning routine	Work	7:00
Class	Work	Class	Study	Study	Study		8:00
Class		Class			Flex		9:00
Class		Class			Time		10:00
Class		Class					11:00
Class		Class					12:00 pm
Class		Class			Personal		1:00
		Work	Work		Time		2:00
Family	Family						3:00
							4:00
							5:00
Dinner	Dinner			Dinner	Dinner		6:00
							7:00
Bed	Bed	Bed	Bed	Bed	Bed	Bed	8:00
Study	Study	Study	Study	Study			9:00
							10:00



How to do it:

1. Click on the [Study Schedule](#)
2. You will be asked to Make a Copy of the document

Got it? Great!

It's best if you can print this page, but you can also work on it online.

FIRST:

Freewrite for 3 minutes on the following prompt ([link to Google Timer](#) to set your time):

Consider how many classes you are taking, your knowledge of the subjects, and the amount of work described in the syllabi.

How much time do you think might be necessary to budget for studying for your classes?



How to do it: How much time do you have?

Now, turn your paper over and begin to fill out the study schedule. Use colored pens, crayons, or highlighters to make your time commitments easy to see.

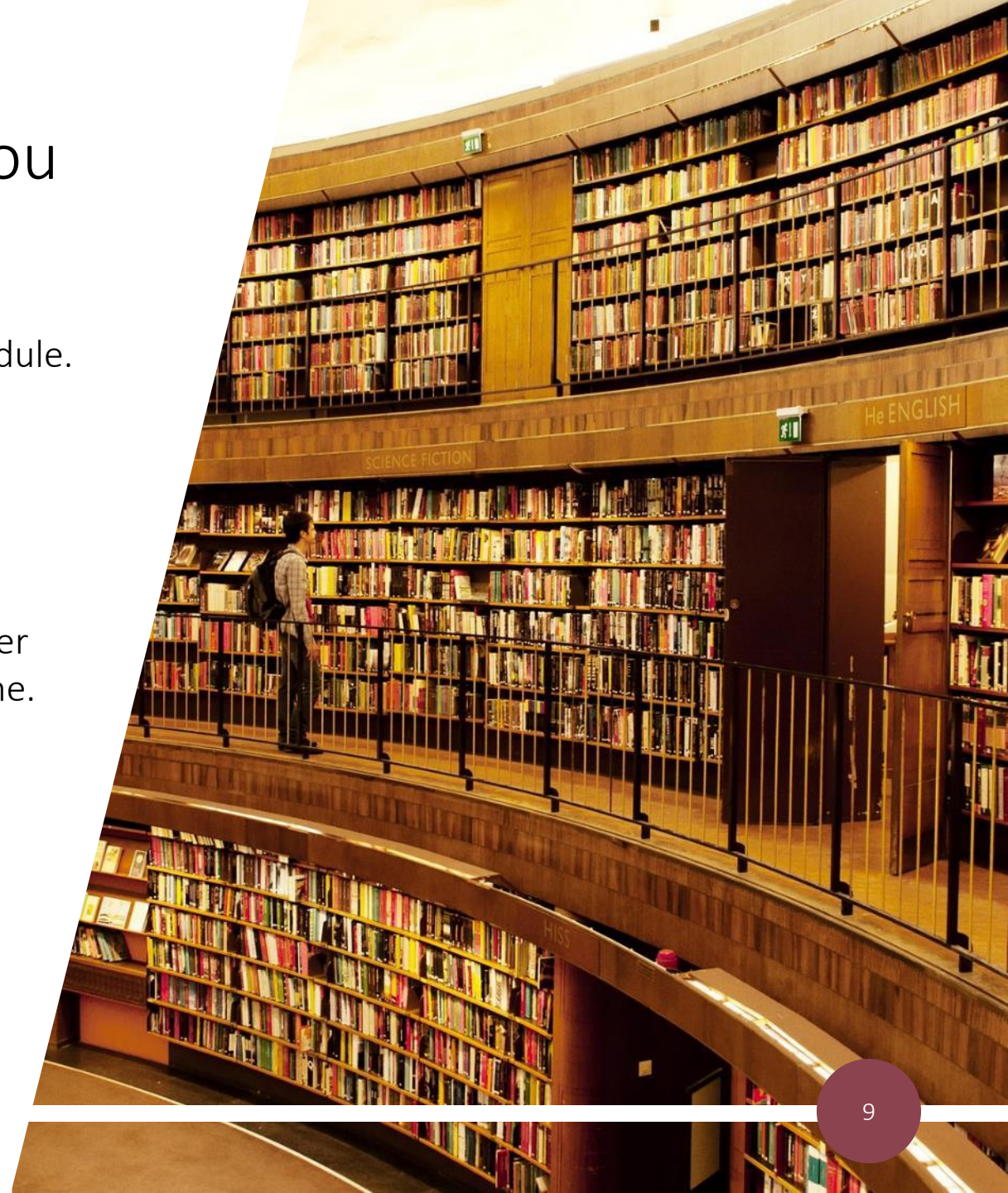
Step 1)

Fill out all **Fixed Activities** first. These are your classes, work schedule, commute time, childcare, meals, sleep, and any other activities you do on a regular basis. Try to build in personal time.

Step 2)

Add in your **study time**.

Continued on next slide.....



How to do it: Evaluate your time

When you're done, you should have something that looks like the example:

Mon.	Tue.	Wed.	Thurs.	Fri.	Sat.	Sun.	Hour
						Morning routine	6:00 am
Morning routine	Morning routine	Morning routine	Morning routine	Morning routine	Morning routine	Work	7:00
Class	Work	Class	Study	Study	Study		8:00
Class		Class			Flex		9:00
Class		Class			Time		10:00
Class		Class					11:00
Class		Class					12:00 pm
Class		Class			Personal		1:00
		Work	Work		Time		2:00
Family	Family						3:00
							4:00
							5:00
Dinner	Dinner			Dinner	Dinner		6:00
							7:00
Bed	Bed	Bed	Bed	Bed	Bed	Bed	8:00
Study	Study	Study	Study	Study			9:00
							10:00

Metacognitive view: using a **graphic organizer** like a study schedule can help you to critically think about a system or idea.



Reflection:

- 1) Count up your study hours. Do you have 2 to 3 hour of study time available per credit you are taking?
- 1) Look at when you have budgeted study time. Are you able to spend time reading & reviewing course material before class meets or viewing a lecture?
- 1) Are you able to schedule study time during times that you know you are most productive?

With these questions in mind, consider how you may need to adjust your study schedule, if possible.

See next screen....



Reflection:

Consider how you might use your study schedule:

- Hang it up in your study space?
- Keep in the front of a binder?
- Go high-tech and make reminders in Google Calendar?
- Program Siri to let you know when to change activities?

Final step – please write about the following for 5 minutes:

How did this activity change your thinking about how you are spending your time, and the demands of college? What adjustments might you need to make to your study schedule to make sure that you have enough time budgeted for your coursework?

([link to Google Timer](#) to set your time)



LBCC Academic Coaching

If you'd like to talk to a coach about:

- time management
- reading effectively and efficiently
- note-taking
- test preparation
- learning strategies that support the way you learn

Contact Academic Coaching at
lbcoach@linnbenton.edu

or check out our webpage: [Academic Coaching](#)

