Managing Your Study Time

There are only so many hours in a day, a week, and a term. You cannot change the number of hours, but you can decide how to best use them. To be successful in school, you must carefully manage your study time. Here is a strategy for doing this.

Prepare a Term Calendar

At the beginning of a term, prepare a Term Calendar. Update it as the term goes on. Here is what to do to prepare a Term Calendar.

- Record your school assignments with their due dates and your scheduled tests. Record your planned school activities.
- Record your planned school activities.
- Record your known out-of-school activities.

Prepare a Weekly Schedule

Each Sunday before a school week, prepare a Weekly Schedule. Update it as the week goes on. Here is what to do to prepare a Weekly Schedule.

- Record your daily classes.
- Enter things to be done for the coming week from your Term Calendar.
- Review your class notes from the previous week to see if you need to add any school activities.
- Add any out-of-school activities in which you will be involved during the week.
- Be sure to include times for completing assignments, working on projects, and studying for tests. These times may be during the school day, right after school, evenings, and weekends.

Prepare a Daily Organizer

Each evening before a school day, prepare a Daily Organizer for the next day. Place a √ next to each thing to do as you accomplish it. Here is what to do to prepare a Daily Organizer.

- Enter the things to do for the coming day from your Weekly Schedule.
- Enter the things that still need to be accomplished from your Daily Organizer from the previous day.

- Review your class notes for the day just completed to see if you need to add any school activities.

- Add any out-of-school activities in which you will be involved the next day.

Your Weekly Schedule should have more detail than your Term Calendar. Your Daily Organizer should have more detail than your Weekly Schedule. **Using a Term Calendar, a Weekly Schedule, and a Daily Organizer will help you make the best use of your time.**