



Sixth College Academic Advising

Managing your Time wisely

Construct Your Schedule:

Even if you're not the type to print each day's to-do list at 6 am, it can be a useful exercise at the beginning of a term to make your plans more concrete by developing a schedule. An easy way to do this is to follow the steps outlined below. Be sure to use the Weekly time finder to help you out!

#1: Add All Regularly Scheduled Meetings and Classes

This includes all of your academic, extracurricular, and work commitments that meet regularly throughout the term. As these are inflexible, the rest of your time will have to be arranged around these blocks.

Be certain to include fun breaks in your schedule as well, if they meet at a specific time. If your living group has a 10 pm study break that you enjoy, or you have a circle of friends that likes to go out for ice cream together at 7 on Wednesdays, put that on your schedule. These small, brief gatherings will be welcome study breaks for you later on.

2: Add Time for Eating, Sleeping, and Personal Essentials

Make your eating times as consistent as possible, and give yourself at least a half-hour for lunch and dinner. You will have earned the break and eating with friends will be something you can look forward to.

Try to go to bed as close to the same time each night as possible. This helps shape a "sleep habit" that prevents insomnia and keeps you on track with your daytime commitments. On days when you need to get up a bit earlier you should plan to go to bed slightly earlier. Does this mean you have to go to bed at 9 every night? Of course not. If the best time for you to concentrate on your work is in the evening, then by all means work in the evening, but do be sure to get *at minimum 6 hours of sleep, preferably 8*. Remember, all of your studying is for naught if you are not alert enough to absorb the information.

For your personal essentials, it is not necessary to schedule each item on your list (many only happen occasionally, like doctor's appointments), but remember that getting ready in the morning and traveling do take time. At this stage it might also be wise to add a two-hour block for "errands" on a weekend afternoon, just so you know you always have that time available for laundry, banking, and whatever else might come up.

3: Add Time for Reading, Studying, and Assignments

This step takes some thought, because some ways of organizing your study time are more effective than others. How many hours do you plan to spend on each subject? As an example, use the sample academic load below.

Information from MIT Office of Undergraduate Advising and Academic Programming.
<http://mit.edu/uaap/learning/>