

# HOW TO CREATE A SCHEDULE

*This kind of planning helps you create those much needed study habits and once it is on your calendar, all you do is follow your plan. The decision has already been made! The benefit of this calendar is that it shows you how much time is actually involved with each task. Postponing a task now becomes harder as you can see right away that you may not have time enough to do it tomorrow or later in the week when you put it off for today.*

a.

First decide which hours of each day you will dedicate to your college career (this is a full time job when you take 12-15 credits) – Outlook Calendar is recommended and available to all UND students. The advantage is that you create “New Events” to dedicate study time to different courses. You can customize your planning by using different colors (“Categorize”) to make differences visible - i.e. you can color your exams all in yellow and assignment due dates in orange, repeat sessions, and receive reminders. You can access Outlook Calendar at the bottom of your email window under your folders, the second icon. Make it a habit to have your calendar open right away in the morning when you start up your computer.

b.

For each course, start with your next exam, put the deadline on your calendar, do the same for quizzes, homework, discussion forums, and other assignments.

c.

Then divide up the materials you need to study for each assignment and exam from today’s date until the exam, leaving room for review.

d.

Plan your study activities by designating specific hours of the day to specific study activities (i.e. study pages 64-80 for PSYC 111 from 9:00 to 10:00 am, write outline for ENGL 130 paper from 10:00-10:30 am, review chapters 8 & 9 from 10:30 to 11:30 am, start the day with your most challenging tasks first.

e.

After a study session of about 30 minutes plan for a 5 minute break, after a study session of 50 minutes to an hour plan for a 10 minute break to keep a productive mind.

f.

Be sure to leave some time for flexibility in your schedule for those instances where life happens, like you might fall sick, a relative may need you, or another unforeseen event might pop up.