

Creating Your Weekly Schedule Template

Use this exercise to think through a typical week and create a realistic, time-blocked template. Then use that structure each week in the planning system that works best for you.

1 Build your weekly template

Block out the parts of your week that you need to account for regularly.

- Fixed commitments: classes, labs, work, meetings, appointments, and tutoring
- Personal needs: meals, sleep, exercise, laundry, and other routines
- Study time: use two hours per credit each week as a starting estimate, adjusting by course and workload
- Weekly planning: reserve 30 minutes to review the week ahead
- Color-code each category so you can see how your time is distributed across the week

2 Plan the actual week

Check your Semester Overview, Canvas, and syllabi. Use a copy of the template - or your own weekly planner - to assign specific tasks to the study time you reserved.

- Break larger assignments and exam preparation into smaller steps.
- Include nonacademic tasks that also need your attention.
- Move flexible blocks when priorities or plans change.

BE SPECIFIC

Instead of:

Study psychology

Write:

Read Chapter 8
Create study sheet for Chapters 6-8
Review notes and complete practice questions

USEFUL TIPS

- Allow more time than you think a task will take.
- Use smaller gaps for flexible or less time-sensitive tasks.
- Schedule difficult work when you are most alert.
- Break up long study blocks with short breaks or a change of subject.
- Use color to distinguish commitments, study time, and personal needs at a glance.

TRY IT, THEN ADJUST IT...

Notice what works: Did you reserve enough study time? Were the blocks placed when you could actually use them? Revise the template as you learn more about your courses, commitments, and energy.

The template helps you think through the whole week. Your planner helps you carry that plan into the details of each week.



**Academic Coaching
& Tutoring**