Success Center

Directed Learning Activity

Organizing Your Time:

Creating an Effective Study Schedule

SS007.1

Directed Learning Activity – Organizing Your Time: Creating an Effective Study Schedule

Description: In this Directed Learning Activity (DLA), you will learn how to develop a study schedule that sets aside sufficient time for you to make meaning from the information you're being exposed to in your college classes.

Materials Needed: ***A calendar and a syllabus from each class you are taking.***

Step One: Understanding the Why You Need to Create a Study Schedule

Many students discover the need to develop their ***time management skills*** when they arrive at college. Unlike high school, where teachers frequently structured your assignments, and classes filled your day, in college, you will have less in-class time, more outside-of-class work, and a great deal of freedom and flexibility. Even though you might feel overwhelmed with everything you need to do, proper time management can help you complete all your activities and succeed as a student.

The purpose of making a ***study schedule*** is to establish fixed times for ***review***, so that review becomes a habit. Once you collect information from your college courses, you need to make sense of it. ***Making meaning*** from collected information is one of the most important outcomes of studying. By creating a study schedule that allows time for frequent practice sessions of sufficient length to review this information, you will experience deeper and longer lasting learning.

Step Two: Organizing Your Academic Hours

Most students who succeed in a college course have done so because they put in enough time and effort to learn the material. Therefore, time management is essential to your success as a college student.

To manage your time successfully, follow these general guidelines:

- Allow about two hours of study time for every hour you are in class. If you are taking a math or science class, plan on budgeting close to three hours of study time for each hour you are in class.

- Enroll in a reasonable number of units each semester, keeping in mind the needed study time for each class.

- Realize that it is necessary at times to sacrifice your social life for more study time. Yes, you will need to study on the weekends.

- Restrict the time you spend on activities that take you away from all-important study time. For example, *Facebook*, texting, *Twitter*, phone conversations, video games, and TV shows are sometimes referred to as "time bandits" because these activities can steal your precious time.

Complete the section titled “Academic Hours” on the first page of the attached handout “Time Management: Where Do Your Hours Go?” to calculate your total in-class and outside-class ***academic hours.***

Step Three: Organizing Your Personal and Recreation/Leisure Hours

Between school, work, family, and a social life, college students tend to have extremely busy schedules. Very often, at least one of these areas may have to be put on hold in order to put in the time and effort to be successful.

Reflect honestly on how you spend those ***personal hours*** and ***recreation/leisure hours*** by completing the sections with those titles on the second page of the attached handout. Fill in the approximate number of hours you spend on each personal and recreational activity. (The activity called “caring for a dependent” means the time you spend caring for either children and/or elderly family members.)

Step Four: Creating a Timetable

A student who is attempting to create a detailed schedule for each week must note, at a minimum, the time spent in class, outside-of-class time dedicated to studies, hours spent at work, and time required for family responsibilities. By consulting this sort of schedule every day, you will achieve balance between your work as a student and your roles in daily life. Remember to plan a specific time each day to spend about 15 minutes refer to your schedule. This will help you to take control of your own success.

While filling out the section called “Creating a Timetable,” make sure you look at your completed time management forms for academic hours, personal hours, and recreation/leisure hours. It may be helpful to use different colors indicate academic hours, personal hours, and recreation/leisure hours.

Step Five: Analyzing Your Study Schedule

Now that you have filled out the “Creating a Timetable” section of the handout “Time Management: Where Do Your Hours Go?” you will evaluate how well you are spending your time.

Study Schedule Analysis How

many units are you enrolled in?

How many hours of planned study time have you scheduled?

How many hours do you work?

How many hours do you spend in personal and leisure/recreational activities?

Do you have planned time for exercise?

Do you think you get enough sleep? Why or why not?

What are some of your "time bandits" – activities that steal quality time from your study schedule?

Are you spending enough time to earn the grades you want to achieve? Do you need to focus and spend more time studying to become successful?

Does your work schedule allow enough time to study? Why or why not?

How do you plan to deal with your "time bandits"?

How can you use your time more effectively to advance toward your goals?

PRINT STUDENT NAME **STUDENT #**

Tutor Feedback:

____ In Steps Two and Three, the student conscientiously calculated his/her academic hours, personal hours, and recreation/leisure hours.

____ In Step Four, the student filled out the timetable in detail.

____ In Step Five, the student thoughtfully reflected in his/her responses to the questions on the Study Schedule Analysis.

Additional Comments:

PRINT INSTRUCTOR/TUTOR NAME **DATE**

INSTRUCTOR/TUTOR SIGNATURE