NEXT WEEK I HAVE TO GET ORGANIZED

How many times have you said that to yourself? So many that it really isn’t funny anymore? But this time you are really determined!!

The following method of organizing time has been helpful to many students. It is flexible and in itself does not take much time.

A brief description of the 3 types of time schedules that help establish long term, intermediate, and short-term time goals is given below. Following the descriptions, there are specific directions for preparing time schedules. You will be able to see that they help plan the amount of work you actually have to do for each course and they will not serve as a regulator of your time.

The Various Types of Time Schedules

1. Term Schedule
   A term schedule is a record of your fixed commitments only. These included only obligations you are required to meet every week, i.e. job hours, classes, church, organization meetings, etc. It will show you where the “study holes” are in you schedule.

2. Brief Weekly Schedule
   This is a list of major events and amount of work to be accomplished in each subject for a specific week. This may include non-study activities.

   For example:
   Quiz Wednesday
   Paper Tuesday
   Ballgame Tuesday night
   Finish 40 pages in English by Friday
   Finish 150 pages in History by Friday

   Obviously, these events change from week to week and you will have to make a NEW LIST FOR EACH WEEK.

3. Specific Daily Schedule
   A daily schedule is constructed on a small note card each evening before retiring or early in the morning. Each event to be done that day is written down. Such a schedule might include:

   Wednesday
   8:00 – 8:30  Review History
   9:30 – 10:30 Review Math and prepare for quiz
   4:45        Pick up cleaning on way home
   7:00 – 10:15 Chapter 5 & 6 (History)
   10:20       Phone Call

   As you accomplish each event, cross it out. Writing down tasks in this manner not only forces you to plan your time, but it causes you to make a promise to yourself to DO what you have written down.
**Directions**

*Step 1 – What have you been doing?*

First you want to analyze how you are presently using your time. Think of the study sessions you had during the last three days. Using the chart below reconstruct what it is you did do in each study session and how much time it took to accomplish your work.

<table>
<thead>
<tr>
<th>Course</th>
<th>Type of Studying</th>
<th>How Much Done in 1 Block</th>
<th>Time</th>
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