

Weekly Planner

Week Beginning: _____

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|----------|--------|---------|-----------|----------|--------|----------|--------|
| 7:00 AM | | | | | | | |
| 8:00 AM | | | | | | | |
| 9:00 AM | | | | | | | |
| 10:00 AM | | | | | | | |
| 11:00 AM | | | | | | | |
| 12:00 PM | | | | | | | |
| 1:00 PM | | | | | | | |
| 2:00 PM | | | | | | | |
| 3:00 PM | | | | | | | |
| 4:00 PM | | | | | | | |
| 5:00 PM | | | | | | | |
| 6:00 PM | | | | | | | |
| 7:00 PM | | | | | | | |
| 8:00 PM | | | | | | | |
| 9:00 PM | | | | | | | |
| 10:00 PM | | | | | | | |
| 11:00 PM | | | | | | | |
| 12:00 AM | | | | | | | |
| 1:00 AM | | | | | | | |
| 2:00 AM | | | | | | | |

Massachusetts Institute of Technology, Office of Undergraduate Advising and Academic Programming

For more time management help, see <http://mit.edu/arc/learning/modules/time/index.html>.

TIME MANAGEMENT AND ORGANIZATION

Suggestions for using the blank Weekly Planner to plan a well-balanced schedule:

1: Add All Regularly Scheduled Meetings and Classes

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

2: Add Time for Eating (3 meals!), 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.

Sleep times should also be consistent as possible. 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. Remember, all of your studying is useless 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 do remember that you need to account for showering/getting ready in the morning and for traveling to/from classes and activities.

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 a course load breakdown. Below is a sample; you can find a blank one at <http://mit.edu/arc/learning/modules/time/breakdown.pdf>.

| Subjects | Total Units | Lecture / Recitation Hours | Laboratory / Field Work Hours | Studying / Assignment Preparation Hours |
|---------------------|-------------|----------------------------------|-------------------------------------|--|
| 8.01 | w | 5 | 0 | 7 |
| 18.01 | 12 | 5 | 0 | 7 |
| 5.111 | 12 | 5 | 0 | 7 |
| HASS-CI | 12 | 3 | 0 | 9 |
| Advising Seminar | 6 | 2 | 0 | 4 |
| TOTAL: | 54 | 20 | 0 | 34 |

For more suggestions, consult <http://web.mit.edu/arc/learning/modules/time/index.html>.