

# 24/7 Time Awareness Schedule

---

## Overview:

- The time awareness 24/7 schedule is a tool you can utilize throughout college and beyond. Use this tool to plan WHEN you will complete all of the responsibilities you currently have.
- This tool is based on an ideal and usual week. When new occasions/activities arise, borrow time from different places by swapping activities. Don't steal time from yourself by simply neglecting to complete an activity.
- One way to use this tool throughout the semester is to create enough copies of a base schedule (Step 2) for each week of the semester, then use a copy to fill in the rest for each new week.

## Creating Your 24/7 Time Awareness Schedule:

On pages 10-12, you'll see examples of 24/7 Time Awareness Schedules. There are multiple ways to make your schedule your own... Take a look and see what aspects you like and get an idea of how you'd like to customize yours. \*Tip- it's easy to fill it out in Excel so things are easily moved around if needed.

### Step 1:

- Fill in your GOAL GPA for the semester on the worksheet.
- Fill in what semester it is.
- If you're creating a new schedule each week, fill in the dates for this schedule.

### Step 2:

- Fill in your fixed schedule--the activities that happen at the same day and time most/all weeks. If you're creating a new schedule each week, this will create your base schedule.
  - *Your fixed activities will be your class schedule and any other obligations that are recurring at the same time each week, such as a work schedule.*

### Step 3:

- If you're creating a new schedule each week, now fill in your other fixed activities specific to that week.
  - *These will be meetings, events, etc.*

#### Step 4:

- Fill in your necessities- sleep, meals, and exercise.
  - Sleep- Adequate sleep is required for you to be efficient and effective throughout the day. It's important that your sleep schedule is somewhat consistent. Commit to getting up and going to bed about the same time everyday regardless of when your first class starts. Be realistic, but also flexible. If you're going to stay up late and sleep in on the weekends, be sure to plan that on your schedule.
  - Meals- Have you ever taken a test or tried to study when you were hungry? It's difficult to focus when you don't have adequate nutrition. Plan time for at least 2 meals per day in your schedule. (This doesn't mean only eat 2 meals! Just make sure to plan at least 2.) Remember, consistency is key!
  - Exercise- Exercise reduces stress and test anxiety so plan to exercise at least 2-3 times per week. It doesn't have to be an intense workout, but get moving enough to raise your heart rate! There are FREE group exercise classes at the Dedman Recreation Center. You can find workout classes online, or plan to take a walk and get outside!

#### Before we move on...

Next will be adding in "study time," but before we do that, read over these tips and things to keep in mind when thinking of study time:

- Focus on time between classes and throughout the 8a-5p workday so you can maximize your free time on evenings and weekends.
- Study in a regular time and place to create routines and habits for success
- Creating a study routine helps make studying a habit. Knowing what you are going to study, and when, saves time in making decisions and retracting your steps to get class materials.
- Avoid generalizations in your schedule such as "STUDY." Commit yourself more definitely to "STUDY HISTORY" OR "STUDY CHEMISTRY" at certain regular hours.
- Study as soon after your classes as possible. Review lecture notes while they're still in your mind. Start assignments while your memory of the assignment is still accurate.
- Limit your blocks of study time to no more than three hours for any one course at one time. After 90 minutes of studying, you begin to tire rapidly and your ability to concentrate decreases rapidly. Taking a break and then switching to studying some other course will provide the change necessary to keep up your efficiency.
- Remember to take breaks during study time so you can re-focus! Try a pattern of 50 minutes of work, then a 10 minute break. After three hours of this, take a longer break.

### Step 5:

- Plan sufficient study time for each subject:
  - **When we say "study time," we mean everything you do outside of class including reading, writing, homework, studying for quizzes/tests, meeting with a study group, etc.**
  - Most college classes require at least 2 hours of study time for every hour in class--each week. (Example: 3 credits x 2 = 6 study hours per week per for a 3 credit course).
  - Some classes will be more difficult for you than others. You may need more time for one subject, and less time for other subjects. Plan enough study time to do justice to each subject... Remember, you know yourself best!
  - Use the table below to calculate your total study time for the entire week

Class	Credit Hours	Study Hours	Total Study Time Per Week
<i>Example</i> PSYC 1300	3	2	6

### Free Time

Remember to include time in your schedule when you're not actively working on something. Free time can include time you are spending with family/ friends or taking care of other essential responsibilities like grocery shopping, laundry, cooking, cleaning and more. Also, if you commute, make sure to include this in your 24/7 schedule.

### Trading Time

- When unexpected events arise that take time you had planned to study, decide immediately where you will find time to make up the study missed and adjust your schedule for the week.
- It takes about three weeks for a new behavior to become a habit. Commit to sticking to your 24/7 schedule for the next three weeks. You'll notice that it's easier to motivate yourself to study during your designated study times once you've created a habit.

# 24/7 TIME AWARENESS

Semester example

Year example

Week      to     

Goal GPA: 3.65

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
6am	UP & READY	UP & READY	UP & READY	UP & READY	UP & READY	UP & READY	UP & READY
7am	BREAKFAST WORKOUT	BREAKFAST	BREAKFAST WORKOUT	BREAKFAST	BREAKFAST WORKOUT	BREAKFAST	BREAKFAST WORKOUT
8am	WORKOUT	WRTR 1312	WORKOUT	WRTR 1312	WORKOUT	WRTR 1312	WORKOUT
9am		BIOL 1301	STAT study	BIOL 1301	STAT study	BIOL 1301	
10am	WRTR study	WRTR study	STAT 2331	WRTR study	STAT 2331	WRTR study	WRTR study
11am	WRTR study	PSYC 1300	STAT study	PSYC 1300	STAT study	PSYC 1300	WRTR study
12pm	LUNCH	LUNCH	UNIV study	STAT 2331	UNIV study	LUNCH	LUNCH
1pm	PSYC study	BIOL study	UNIV 1210 LUNCH	LUNCH	UNIV 1210 LUNCH	BIOL study	BIOL study
2pm	PSYC study	BIOL study	LUNCH	PSYC study	LUNCH	BIOL study	PSYC study
3pm		PSYC study	UNIV study	BIOL 1101	UNIV study	PSYC study	
4pm		PSYC study	STAT study	BIOL 1101	STAT study	PSYC study	
5pm		STAT study	BIOL study	BIOL 1101	BIOL study	STAT study	
6pm		STAT study					
7pm							
8pm							
9pm	BEDTIME ROUTINE	BEDTIME ROUTINE	BEDTIME ROUTINE	BEDTIME ROUTINE	BEDTIME ROUTINE	BEDTIME ROUTINE	BEDTIME ROUTINE
10pm	<b>SLEEP</b>	<b>SLEEP</b>	<b>SLEEP</b>	<b>SLEEP</b>	<b>SLEEP</b>	<b>SLEEP</b>	<b>SLEEP</b>
11pm							
12pm							
1am							
2am							
3am							
4am							
5am							

BIOL 1301... 7 study hr/wk

UNIV 1210... 4 study hr/wk

PSYC 1300... 8 study hr/wk

WRTR 1312... 7 study hr/wk

STAT 2331... 9 study hr/wk

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
6am	Sleep	Sleep	Workouts	Sleep	Workouts	Sleep	Sleep
630	Sleep	Sleep	Workouts	Sleep	Workouts	Sleep	Sleep
7am	Sleep	Sleep	Workouts	Sleep	Workouts	Sleep	Sleep
730	Sleep	Sleep	Free time	Sleep	Free time	Sleep	Sleep
8am	Sleep	Free time	Breakfast	Free time	Free time	Free time	Sleep
830	Breakfast	Breakfast	Study DISC	Breakfast	Breakfast	Breakfast	Breakfast
9am	Free time	Biology	Athlete Meeting	Biology	Study PSYC	Biology	Free time
930	Free time	Biology	HDEV	Biology	HDEV	Biology	Free time
10am	Study biology	PRW	HDEV	PRW	HDEV	PRW	Free time
1030	Study biology	PRW	HDEV	PRW	HDEV	PRW	Free time
11am	Study biology	Free time	DISC	Free time	DISC	Free time	Free time
1130	Study biology	Lunch	DISC	Lunch	DISC	Lunch	Lunch
12pm	Study biology	Practice	DISC	Practice	DISC	Practice	Lunch
1230	Lunch	Practice	DISC	Practice	DISC	Practice	Study DISC
1pm	Lunch	Practice	Lunch	Practice	Biology	Practice	Study DISC
130	Lunch	Practice	Study biology	Practice	Biology	Practice	Study DISC
2pm	Lunch	Practice	Study biology	Practice	Biology	Practice	Study DISC
230	Study chemistry	Practice	Study biology	Practice	Biology	Practice	Free time
3pm	Study chemistry	Practice	Free time	Practice	Biology	Practice	Free time
330	Study chemistry	Practice	PSYC	Practice	PSYC	Practice	Free time
4pm	Study chemistry	Practice	PSYC	Practice	PSYC	Practice	Free time
430	Study chemistry	Practice	PSYC	Practice	PSYC	Practice	Free time
5pm	Study chemistry	Practice	Chemistry	Practice	Chemistry	Practice	Study chemistry
530	Free time	Study Chemistry	Chemistry	Study biology	Chemistry	Study Psyc	Study chemistry
6pm	Free time	Study Chemistry	Chemistry	Study biology	Chemistry	Study Psyc	Study biology
630	Dinner	Study Chemistry	Chemistry	Study biology	Chemistry	Study Psyc	Study biology
7pm	Dinner	Dinner	Dinner	Dinner	Dinner	Study Psyc	Dinner
730	Dinner	Dinner	Dinner	Dinner	Dinner	Study Psyc	Dinner
8pm	Study chemistry	Study Chemistry	Study DISC	Study Chemistry	Study DISC	Study Chemistry	Dinner
830	Study chemistry	Study Chemistry	Study biology	Study Chemistry	Study biology	Study Chemistry	Free time
9pm	Study chemistry	Study Biology	Study Psyc	Study Biology	Study Psyc	Study Biology	Free time
930	Sleep	Study Psyc	Study Psyc	Study Psyc	Free time	Free time	Free time
10pm	Sleep	Study Psyc	Study Psyc	Study Psyc	Free time	Free time	Free time
1030	Sleep	Sleep	Sleep	Sleep	Free time	Free time	Free time
11pm	Sleep	Sleep	Sleep	Sleep	Free time	Free time	Free time
1130	Sleep	Sleep	Sleep	Sleep	Free time	Free time	Free time
12pm	Sleep	Sleep	Sleep	Sleep	Sleep	Free time	Free time
1230	Sleep	Sleep	Sleep	Sleep	Sleep	Free time	Free time
1am	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
130	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
2am	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
230	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
3am	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
330	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
4am	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
430	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
5am	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
530	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep

# 24/7 TIME AWARENESS SCHEDULE

Semester \_\_\_\_\_

Year \_\_\_\_\_

Week \_\_\_\_\_ to \_\_\_\_\_

Goal GPA: \_\_\_\_\_

List your classes and each one's number of needed course-work hours for the week:

5 am						
6 am						
7 am						
8 am						
9 am						
10 am						
11 am						
12 pm						
1 pm						
2 pm						
3 pm						
4 pm						
5 pm						
6 pm						
7 pm						
8 pm						
9 pm						
10 pm						
11 pm						
12 pm						
1 am						
2 am						
3 am						
4 am						

# 24/7 TIME AWARENESS SCHEDULE

Semester \_\_\_\_\_

Year \_\_\_\_\_

Week \_\_\_\_\_ to \_\_\_\_\_

Goal GPA: \_\_\_\_\_

List your classes and each one's number of needed course-work hours for the week:

5 am						
6 am						
7 am						
8 am						
9 am						
10 am						
11 am						
12 pm						
1 pm						
2 pm						
3 pm						
4 pm						
5 pm						
6 pm						
7 pm						
8 pm						
9 pm						
10 pm						
11 pm						
12 am						
1 am						
2 am						
3 am						
4 am						