Add to Your Portfolio

Consider the recommendations and tips discussed in this chapter as you create a schedule for the upcoming week. Use either your planner or the chart on the following page. Before filling in the schedule, take a minute to jot down what you need to accomplish this week. For example, what course assignments do you have to complete? What personal goals do you want to work on? Then use this information to help you track your schedule.

Fill in the schedule in the following order and then evaluate it using the questions below.

1. Enter your class and lab times.
2. If you commute, enter the time it takes to travel to and from campus.
3. Enter your work schedule.
4. Enter your meal times.
5. Enter all of your weekly personal activities (clubs, athletics, exercise).

6. Schedule your study times for each class.
   Include time for the following:
   - Reviewing your notes
   - Reading the text
   - Preparing for exams, writing papers, working on projects, etc.

7. Schedule 10-minute study breaks if you plan to study for longer than one hour.
8. Keep some time open to allow for flexibility in your schedule.
9. Add any other things that you have to do this week.

EVALUATING YOUR SCHEDULE

1. How many hours per week are scheduled for study time?

2. How many hours per week are scheduled for social obligations?

3. Is your schedule too tightly packed? Did you leave room to be flexible?

4. Is your schedule too free? Is there a lot of time when you do not have anything scheduled?
   If so, that time will most likely be wasted.
Now, create a to-do list of what you would like to accomplish today.

<table>
<thead>
<tr>
<th>Date</th>
<th>What do I need to do?</th>
<th>Priority (high, medium, low)</th>
<th>Completed? (yes, no)</th>
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