

Academic Success Center
Northern Arizona University

WEEKLY TIME MANAGEMENT PLANNER

Hours	MON	TUE	WED	THUR	FRI	SAT	SUN
7 - 8 am							
8 - 9 am							
9 - 10 am							
10 - 11 am							
11am-12pm							
12 - 1 pm							
1 - 2 pm							
2- 3 pm							
3 - 4 pm							
4 - 5 pm							
5 - 6 pm							
6 - 7 pm							
7 - 8 pm							
8 - 9 pm							
9 - 10 pm							
10 - 11 pm							

Using a Weekly Calendar

- Start by blocking all **obligations** that occur during a typical week. These are times that are not likely to change such as your class schedule, mentor/mentee meetings, work hours, club meetings, SI sessions, tutoring appointments, etc...
- Next, include **wellness activities** like eating, sleeping and exercising. Make sure you indicate when you typically like to get up in the morning and go to sleep at night. This helps you to recognize your peak hours. Give yourself time to eat breakfast, lunch and dinner.
- Set aside 30-60 minutes every day for **“Me Time”**. With your busy schedules it can be easy to forget to take time to relax, recharge and focus on yourself.
- In the space that is left over, block your calculated **study time**. Remember, study time can include SI sessions, tutoring, and group study.

Calculating Study Time

- List each of your classes and the number of credits assigned to each class.
- Determine the difficulty of each class.
 - 1 = Low Difficulty
 - 2 = Moderate Difficulty
 - 3 = High Difficulty
- Multiply the number of credits in each class by the difficulty.
- Add all of the Hours of Study Time to calculate the number of study hours needed each week.

Class	Credits	Difficulty Level (1-3)	Hours of Study Time (Credits x Difficulty)
Total Weekly Study Time:			