

Study Skill Workshop #3: Organizing Your Study Time Workshop – Part 2

Sample Completed Time Management Schedule

| | SUN. / | MON. | TUE. / | WED. / | THUR. / | FRI. / | SAT. / |
|-----------------------|------------------|--------------|----------------|-------------|----------------|---------------------|----------------|
| 6 – 7am | SLEEP | SLEEP | SLEEP | SLEEP | SLEEP | SLEEP | SLEEP |
| 7 – 8 am | | | / | | / | | |
| 8 – 9 am | — | | | | | — | — |
| 9 – 10 am | | BIO. 60 | | BIO.60 | | | |
| 10 -11 am | / | | ENG. 105 | | ENG. 105 | | |
| 11 – 12pm | TRAVEL CHURCH | — | | — | | | / |
| 12 – 1pm | | / | — | / | — | / | TRAVEL WORK |
| 1 – 2pm | FAMILY | POLI.SCI. | / | POLI. SCI. | / | SPEECH | |
| 2 – 3pm | | — | TRAVEL WORK | — | TRAVEL WORK | | |
| 3 – 4pm | | | | | | / | |
| 4 – 5pm | — | FAMILY | | FAMILY | | | |
| 5 – 6pm | | | | | | | |
| 6 – 7pm | | | — | | | | TRAVEL |
| 7 – 8pm | TV | — | TRAVEL | — | | | |
| 8 – 9pm | | — | TV | TV | — | | |
| 9 – 10pm | | | | | TRAVEL | OUT WITH FRIENDS | |
| 10 – 11pm | — | | — | | | | |
| 11 – 12pm | BED | BED | BED | BED | BED | | |
| CLASS SCHEDULE | | | | | | | |
| | | | | | WEEKLY HRS. | STUDY HRS. | |
| | | CLASS | DAY (S) | TIMES | IN CLASS | NEEDED | |
| | | POLI. SCI. 1 | M W | 12:30-2:00 | 3 | 6 | |
| | | SPEECH 10 | F | 12:30-2:00 | 3 | 6 | |
| | | BIO. 60 | M W | 9:00-11:00 | 4 | 8 | |
| | | ENG. 105 | T TH | 10:00-12:00 | 4 | 8 | |
| | | | | | (14) | | |
| | | | | | TOTAL: | (28) | |

Work Hours - (18)

Time Management Schedule

| | SUN. / | MON. | TUE. / | WED. / | THUR. / | FRI. / | SAT. / | |
|-----------|-----------------------|-------|---------|--------|----------------------------|----------------------|--------|--|
| 6 - 7am | | | | | | | | |
| 7 - 8 am | | | | | | | | |
| 8 - 9 am | | | | | | | | |
| 9 - 10 am | | | | | | | | |
| 10 -11 am | | | | | | | | |
| 11 - 12pm | | | | | | | | |
| 12 - 1pm | | | | | | | | |
| 1 - 2pm | | | | | | | | |
| 2 - 3pm | | | | | | | | |
| 3 - 4pm | | | | | | | | |
| 4 - 5pm | | | | | | | | |
| 5 - 6pm | | | | | | | | |
| 6 - 7pm | | | | | | | | |
| 7 - 8pm | | | | | | | | |
| 8 - 9pm | | | | | | | | |
| 9 - 10pm | | | | | | | | |
| 10 - 11pm | | | | | | | | |
| 11 - 12pm | | | | | | | | |
| | CLASS SCHEDULE | | | | | | | |
| | | | | | WEEKLY HRS. IN CLASS | STUDY HRS. NEEDED | | |
| | | CLASS | DAY (S) | TIMES | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | TOTAL: | | | |