

STUDY & TIME MANAGEMENT

Planning helps you accomplish what BYU knows you can

Make a Semester Schedule

- Get an online or paper calendar. Go through each syllabus and record all the dates when assignments, projects, readings, quizzes, and tests are due.

Create a Weekly Schedule

- Write a list of all you need to do that week.
 - Be specific; break down larger assignments into doable parts.
 - Write down the due date for each assignment.
 - Write down how much time each task will take. Then add 50% more time.
 - Prioritize each task on your list by urgency and importance.
- Fill in your weekly schedule with your prioritized tasks.
 - Be realistic, committed, and flexible when needed.

Additional Time Management Tips for Studying

- Schedule a notes preview time (5-30 minutes) before each class.
- Schedule a review time immediately after your classes (5-30 minutes) to edit/summarize notes and update your calendar.

- Schedule a weekly review (WR) for each course. Do it at the end of the week to review what you learned in the past week. Look ahead to plan the next week.

Goals

- Make a semester schedule and a weekly schedule.
- After a week, review what has been helpful with your advisor.

- _____
- _____
- _____



Watch this video:



BYU Enrollment Services

	MON	TUE	WED	THU	FRI
8:00 AM	breakfast	breakfast	breakfast	breakfast	breakfast
9:00 AM	preview math & bio	preview writing writing class	preview math & bio	preview writing writing class	preview math & bio
10:00 AM	math class	review writing	math class	review writing	math class
11:00 AM	bio class	devotional	bio class	AHTG weekly review	bio class
12:00 PM	review math & bio lunch	lunch	review math & bio lunch	lunch	review math & bio lunch
1:00 PM	preview AHTG	work	preview AHTG	work	
2:00 PM	American Heritage		American Heritage		bio weekly review
3:00 PM	review AHTG		review AHTG		math weekly review
4:00 PM					
5:00 PM	exercise		exercise		exercise
6:00 PM	dinner	dinner	dinner	dinner	dinner
7:00 PM	FHE	preview AHTG	work	writing weekly review	football game
8:00 PM		American Heritage lab			
9:00 PM		review AHTG			
10:00 PM					