Notes on Planning a Schedule

Factors to consider:

1. Regular time—everyday.
2. Placement of most difficult work.
3. Distributed times needed for certain subjects.
4. Review needed.
5. Proper planning for recreation needed.

Fill in schedule in this order:

1. Class hours

2. Non-class regular activities:
   a) Eating
   b) Sleeping
   c) Meetings
   d) Work

3. Other necessary things:
   a) Laundry
   b) Sports
   c) Some priority things

4. Assign study tasks to available time.
   a) Consider:
      1) How many study hours?
      2) Are there enough hours?
      3) What activities could be omitted to give enough study time?
   b) Place best subjects where conditions are not ideal.
   c) Place poorer subjects at best times—most alert.
   d) Plan to change subjects or take breaks when necessary.

5. Check your plan—is it reasonable or realistic?