**Weekly Study Schedule**

1. **Create a Weekly Study Schedule**

It is important to create a weekly study schedule to ensure that you have the time to complete your studies. It’s a good idea to carve out at least 16 hours per week initially until you get a track record of the time you spend on your studies. You can adjust it later.

Enter times into the table below that add up to your projected hourly workload.

**For Example**

| **Monday**  | **Tuesday**  | **Wednesday**  | **Thursday**  | **Friday**  | **Saturday**  | **Sunday**  |
| --- | --- | --- | --- | --- | --- | --- |
|  7–9 p.m.   |  7–9 p.m.  |  7–9 p.m.  |  7–9 p.m.  |  Open  |  9 a.m.–5 p.m.   |  Open  |

**Now Enter Your Schedule Below**

| **Monday**  | **Tuesday**  | **Wednesday**  | **Thursday**  | **Friday**  | **Saturday**  | **Sunday**  |
| --- | --- | --- | --- | --- | --- | --- |
|  *[Add schedule here]*     |  *[Add schedule here]* |  *[Add schedule here]* |  *[Add schedule here]* |  *[Add schedule here]* |  *[Add schedule here]* |  *[Add schedule here]* |

1. **Revise and Submit**

If you have family or other obligations, now is the time to run this schedule past your support network and others affected to ensure that they understand it and make any revisions.

1. **Set Reminders**

It’s easy to forget that you’re scheduled to study when the schedule is new to you, so create some system of reminders. You might print the schedule and post it where you will see it on each study day, such as on your desk. You might also set digital reminders from your calendar app that send you an email or text message a half-hour or so before each study time. That way you won’t miss study time.

1. **Track Your Time**

Track the actual time you spend on your studies for the first four weeks of your education and enter them below. This will allow you to revise your schedule if you find that you need more or less time, or need to move your study time around.

| **Week**  | **Monday**  | **Tuesday**  | **Wednesday**  | **Thursday**  | **Friday**  | **Saturday**  | **Sunday**  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Week 1      | *[Add schedule here]* | *[Add schedule here]* | *[Add schedule here]* | *[Add schedule here]* | *[Add schedule here]* | *[Add schedule here]* | *[Add schedule here]* |
| Week 2      | *[Add schedule here]* | *[Add schedule here]* | *[Add schedule here]* | *[Add schedule here]* | *[Add schedule here]* | *[Add schedule here]* | *[Add schedule here]* |
| Week 3      | *[Add schedule here]* | *[Add schedule here]* | *[Add schedule here]* | *[Add schedule here]* | *[Add schedule here]* | *[Add schedule here]* | *[Add schedule here]* |
| Week 4      | *[Add schedule here]* | *[Add schedule here]* | *[Add schedule here]* | *[Add schedule here]* | *[Add schedule here]* | *[Add schedule here]* | *[Add schedule here]* |

1. **Four-Week Review**

Now that you have a four-week track record of your actual time spent studying, ask yourself what is working and not working. Are the times chosen working for you? Are the lengths working? Do you need to space out your work more, or consolidate it? You might need to change times or change your other obligations.

**List Your Changes Here**

|  |
| --- |
| *[List your changes here]* |

**New Schedule**

Use the information to make any revisions to your schedule and enter the new schedule below. Of course, make sure to update your reminders as well.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Monday**  | **Tuesday**  | **Wednesday**  | **Thursday**  | **Friday**  | **Saturday**  | **Sunday**  |
| *[Add schedule here]* | *[Add schedule here]* | *[Add schedule here]* | *[Add schedule here]* | *[Add schedule here]* | *[Add schedule here]* | *[Add schedule here]* |