

## SETTING A SCHEDULE

With your social, work and personal commitments changing, using a schedule is essential! Setting a schedule for yourself can help provide structure and keep you motivated. If you don't already keep a weekly or daily calendar, try something like the example below to organize your time. Include time for exercise and self-care.

### Daily Schedule Example

Time	Scheduled Activity	Course Tasks	Personal/Self-Care
8:00 a.m.			Breakfast/Shower
9:00 a.m.	Attend live lecture – BIO 111 (GoToMeeting link)		
10:00 a.m.		Read Chapter 8 HLT 103	
11:00 a.m.	Attend live tutoring session – PSY 251 (Microsoft Teams)		
12:00 p.m.			
1:00 p.m.			Lunch
2:00 p.m.		Complete Paper for WRI 100 – submit for Writing Center eTutoring feedback	
3:00 p.m.			
4:00 p.m.		Attend virtual office hours – PSY 251 (GoToMeeting)	Video chat with friend
5:00 p.m.			Dinner
6:00 p.m.	Attend live lecture – HLT 103 (GoToMeeting link)		
7:00 p.m.			Exercise

### Sticking to your schedule

A schedule is only helpful if you use it! Here are some tips to help you stick to your schedule.

- **Build a schedule, but allow for flexibility.** Don't schedule every minute of every day. Give yourself time between tasks if something unexpected comes up, or if something takes longer than expected.
- **Distinguish scheduled activities** – things that can't be moved, like live lectures and study group meetings – from activities that can be adjusted, like reading for class, exercising, or chores.
- **Hang a copy of your schedule in your work space and share it with the people you live with.** If there are conflicts between your schedules, talk them through in advance so you have time to find solutions.