

Tips for Creating a Schedule

1. Keep a semester and weekly schedule. Add a daily schedule if helpful.
2. Set a reminder or alarm for a time at the beginning of each week when you will write out your weekly schedule.
3. Pay attention to how energy levels change during the day and after major events (e.g., exams, deadlines, interviews).
 - Identify your high-energy times and places, and put your most important work there.
 - Schedule light or alternate tasks during low-energy times.
4. Remember that tasks typically take longer than we anticipate. Over-anticipate time expenditure.
5. Don't forget to take small steps toward long-term goals.
6. Schedule time for long-term projects (e.g., thesis writing, reviewing notes, planning for a paper) daily. Use the beginning of the day if possible, since these tasks are easy to put off.
7. Be sure to schedule time for well-being (e.g., exercise, hanging out with friends) and "life administration" (e.g., cleaning your room, doing laundry).
8. Schedule in "steam valve" time (blocks of unplanned time). That way unexpected tasks/events won't disrupt you too much. This can be done daily or weekly.