**Creating Your Weekly Calendar**

Start by blocking all obligations that occur in a typical week. These are times that are not likely to change. For example: class time, work hours, club meetings, and study groups or tutoring appointments.

Next, include wellness activities like eating, sleeping, and exercising. Make you include when you typically get up or go to bed each day. Don’t forget to schedule in time to eat breakfast, lunch, and dinner.

Set aside at least 30 minutes each day for time for yourself. With your busy schedules it can be easy to forget to take time to relax, recharge, and focus on yourself.

In the space that is left, block your calculated study time. Remember, study time can include office hours, study groups, and tutoring.

**Calculating Study Time**

* List each of your classes and the number of credits assigned to each class.
* Determine the difficulty of each class:
  + 1 = Low Difficulty
  + 2 = Moderate Difficulty
  + 3 = High Difficulty
* Multiply the number of credits in each class by the difficulty.
* Add your hours of study time for each class to find your total number of study hours for each week.

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| --- | --- | --- | --- |
| **Class** | **Credits** | **Difficulty Level (1-3)** | **Study Time (credits x difficulty)** |
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| **Total Weekly Study Time:** | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Hours** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat** | **Sun** |
| **7-8 am** |  |  |  |  |  |  |  |
| **8-9 am** |  |  |  |  |  |  |  |
| **9-10 am** |  |  |  |  |  |  |  |
| **10-11 am** |  |  |  |  |  |  |  |
| **11-12 pm** |  |  |  |  |  |  |  |
| **12-1 pm** |  |  |  |  |  |  |  |
| **1-2 pm** |  |  |  |  |  |  |  |
| **2-3 pm** |  |  |  |  |  |  |  |
| **3-4 pm** |  |  |  |  |  |  |  |
| **4-5 pm** |  |  |  |  |  |  |  |
| **5-6 pm** |  |  |  |  |  |  |  |
| **6-7 pm** |  |  |  |  |  |  |  |
| **7-8 pm** |  |  |  |  |  |  |  |
| **8-9 pm** |  |  |  |  |  |  |  |
| **9-10 pm** |  |  |  |  |  |  |  |
| **10-11 pm** |  |  |  |  |  |  |  |