**Weekly Master Schedule**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | MON | TUES | WED | THURS | FRI | SAT | SUN |
| 7-8:00 |  |  |  |  |  |  |  |
| 8-9:00 |  |  |  |  |  |  |  |
| 9-10:00 |  |  |  |  |  |  |  |
| 10-11:00 |  |  |  |  |  |  |  |
| 11-12:00 |  |  |  |  |  |  |  |
| 12-1:00 |  |  |  |  |  |  |  |
| 1-2:00 |  |  |  |  |  |  |  |
| 2-3:00 |  |  |  |  |  |  |  |
| 3-4:00 |  |  |  |  |  |  |  |
| 4-5:00 |  |  |  |  |  |  |  |
| 5-6:00 |  |  |  |  |  |  |  |
| 6-7:00 |  |  |  |  |  |  |  |
| 7-8:00 |  |  |  |  |  |  |  |
| 8-9:00 |  |  |  |  |  |  |  |
| 9-10:00 |  |  |  |  |  |  |  |
| 10-11:00 |  |  |  |  |  |  |  |
| 11-12:00 |  |  |  |  |  |  |  |
| 12-? |  |  |  |  |  |  |  |

1. First, write in all your classes.
2. Next, write in your work schedule if you have a job. (Experts tell us to work no more than 15 hours per week if you are a full time student.)
3. Then, write in regular meetings and appointments (mentoring, practices, clubs, regular tutoring …etc).
4. Write in times for breakfast, lunch and dinner. (Fuel the brain!... Skipping breakfast actually makes you gain weight and makes it hard to focus!)
5. Write in sufficient times for sleeping (8-9 hours is recommended-you can’t think with a sleepy brain!)
6. \*\*\*\*IMPORTANT\*\*\*\* BLOCK OUT TIME FOR SCHOOLWORK! Here’s how:
   1. True or False: Studying is the same thing as doing your homework? F!
   2. Write in times for regular review:
      1. Dedicate 10-15 minutes per subject per day to review notes and textbook readings taken/read within the last 24 hours.
      2. Dedicate 1 hour minimum per subject per week to review notes and readings taken/read within the previous week.
   3. Block out time for completing homework, reading textbooks and for additional review: 2 hour study rule: for every hour in class, schedule 2 hours outside of class. THAT’S 30 HOURS TOTAL FOR A 15 CREDIT HOUR COURSE LOAD!
7. Write in life maintenance activities: laundry, shopping errands…etc.
8. Write in reasonable amounts of time for exercising, recreation, relaxing, having FUN, etc. Plan for fun, and you WILL have fun!

***Visit Tutoring Services in the Butler Library. Academic Commons!***

**Main page:** <http://academiccommons.buffalostate.edu/tutoring>