

# MY STUDY AND HOMEWORK TIME TABLE

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00							
6:30							
7:00							
7:30							
8:00							
8:30							
9:00							
9:30							
10:00							
10:30							
11:00							
11:30							
<i>Noon</i> 12:00							
12:30							
1:00							
1:30							
2:00							
2:30							
3:00							
3:30							
4:00							
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7:00							
7:30							
8:00							
8:30							
9:00							
9:30							
10:00							
10:30							
11:00							
11:30							
<i>Midnight</i> 12:00							

## Steps to prepare your **Study Timetable**:

1. Spend a few minutes shading in all the time in the week that is already committed (except for free time and school-related work). Start with your school hours (including travel to and from school), and then shade your sleep time (including getting ready for bed and getting up and dressed in the morning), meals (including preparation and/or cleaning up), sport or music practice, work (if you have a job of some kind) and anything else that is a regular commitment for you. If you have shift work or a similar commitment that changes from week to week, just allocate the correct (or average) number of hours on a 'typical' day.
2. Add up all the remaining (unshaded) time. This should be the amount of time you have available in a typical week for free time and school-related work. This is a revealing figure. There are 168 hours in a week and most students will sleep for about 55-70 of them. That leaves about 100 conscious hours per week. How many of these 100 conscious hours are "uncommitted" for you? Call this your *available time*.
3. You should have some idea of how many hours you already spend on school-related work (homework, assignments, compulsory reading, study, etc.). Call this your *current time*.
4. Now choose the number of hours that you would like to invest in your new study program. Set a goal that is achievable (you can revise it again later if you meet this first goal and wish to change it). Ideally, it will be more than your *current time* and we will call this your *study goal*.
5. If your *study goal* is less than  $\frac{1}{3}$  of your *available time*, you should be able to stick to your new timetable and reach your goal comfortably. If it is between  $\frac{1}{3}$  and  $\frac{1}{2}$  of your *available time*, you will probably require some significant discipline to reach your goal. If it is more than  $\frac{1}{2}$  of your *available time*, then you probably need to revise your *study goal* or make some lifestyle decisions and reduce the number of other commitments that you have each week in order to make time for study.

This will be your choice, your motivation, and your discipline. Whatever you choose, you must be determined to stick with your choice and live with the consequences of your choice. Bear in mind that you can always reevaluate your whole study plan at any time, but it is a good idea to try to stick to your new commitment for at least 4-6 weeks so that your new habits have a chance to become "part of you."

6. Finally, when you are satisfied with your *study goal* and your lifestyle decisions, print a clean timetable and highlight the times each day when you will study. Make sure that the total number of hours per week on your timetable matches the *study goal* that you have set. Do not allocate time that will conflict with activities you especially enjoy ... like a favourite television program! You know what will win!

It can also help to write the name of a particular subject in each hour or half hour slot so that, if you cannot think of anything to do at that time, you can simply study the subject written on your timetable.

Some students have good drive but do not like to be restricted to a time table. If this describes you, then just use the graph to monitor how you are going. However, if your drive and motivation are poor and you need a bit of structure and discipline, then the time table is definitely for you!