



Assign Weekly Blocks of Time to your High-Value Tasks

- Think of the exams, projects, etc. you are working toward as performances (games, matches, etc.)
- Time over task: Allocate time blocks and plan to work on tasks in those times (and places)
- Block out time for sleep, meals, practice, and other essentials to identify uncommitted time
- Enter non-negotiable top priorities into your schedule--put in only what you can commit to
- Strategically schedule other fundamentals for success—class time, office hours, resources (e.g., Study Hall), regular preparation and study time, downtime and fun
 - Think of Princeton academic work as equivalent to a demanding full-time job in terms of time allotted
- Incorporate open blocks of time each week to catch up & a block (30-60min) to plan your week
- Do your hardest work during peak concentration times
- Create a ‘learning cycle’ for each course: Schedule a sequence of blocks to PREPARE for class, do ASSIGNMENTS, utilize RESOURCES, and to REVIEW or STUDY
 - Consider office hours, due dates (e.g., problem sets), etc. when scheduling your cycle
- Identify useful tasks that fit into small chunks of time (e.g., review class notes, vocabulary study, etc.)
- Designate bigger blocks for demanding tasks
- Identify YOUR weekend (what days are relatively free?)—Designate social, fun, and rest time
- Be ready to “trade” blocks/reschedule tasks to adapt to changes