Creating A Sustainable, Flexible Weekly Routine: Structuring your Time

- Think of the exams, projects, etc. you are working toward as performances (games, matches, etc.): Schedule regular activities that will lead to success in these performances.

- Time over task: Allocate time blocks and plan to work on specific tasks in those time blocks.

- 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.

- Incorporate open blocks of time each week to catch up and 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.
  - Schedule your cycle around office hours, tutoring, due dates (e.g. problem sets), etc.

- Identify useful tasks that fit into small chunks of time (e.g. review class notes, vocab study, etc.).

- Find ways to tackle demanding tasks in parts or layers over multiple days.

- Identify where YOUR weekend is—designate social, fun, and rest time.

- Be ready to “trade” blocks/reschedule tasks to adapt to unexpected events.