



Good Scheduling Habits

Create a Master Schedule

Start with a blank one-week schedule. It's easiest to do this exercise on paper first and then incorporate your electronic devices.

1. Write in non-negotiable appointments and commitments (things “carved in stone”)
2. Put in needed items (things you might be able to change if you had to)
3. Insert optional or flexible events
4. Transfer to other calendars (family, electronic, posted)

Use End of Day Routines

List your victories for the day—share with someone else when possible (based on ideas from Jack Canfield and *The Success Principles*)

Organize and prepare for the next day—consider using the Ivy Lee Method*

Don't forget to organize your environment (study area, kitchen, bath and dressing areas)

Ivy Lee Method:

- At the end of the day, make a list of no more than 6 things you need to accomplish the next day.
- Prioritize this list. [Mark tasks from most to least important]
- Work from the list, starting with task #1
- At the end of your work/school day, take time for family and friends.
- Repeat the process.

Do a Weekly Review

Pick a day/time that works for you.

- Ask: What worked this week?
- Ask: What needs to be changed for next week?
- Ask: How do I feel about my progress?

Perform a Monthly Check-in

Talk to your Instructor(s), Adviser, Counselor, or Accountability Partner

- Ask: Am I making progress, barely keeping up, or falling behind?
- Ask: Do I need more support or new strategies?
- Ask: Is it time for a mini-victory party?

Weekly Schedule Planner

TIME	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7-8 am							
8-9							
9-10							
10-11							
11am-12pm							
12-1							
1-2							
2-3							
3-4							
4-5							
5-6							
6-7							
7-8							
8-9							
9-10							
10-11							
11pm-12am							
12 - __am							
Key:	Classes	Travel	Personal or Family	Study or Tutoring	Work	Self-care	Other