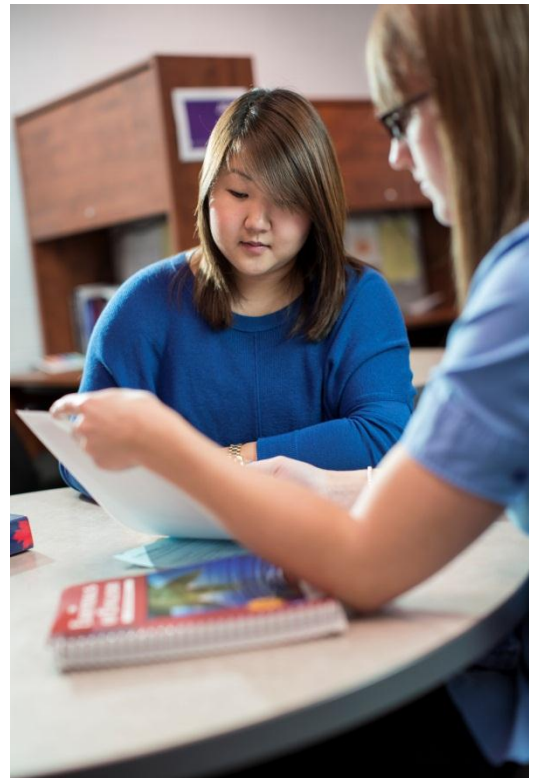


# Creating a Master Schedule

Any plan or activity must have at its center a MASTER SCHEDULE, that is, a schedule that is **fixed**. A master schedule needs to be drawn up only once a semester: unless, of course, changes occur in the basic program.

1. **Record class and lab times** in appropriate day/hour blocks on a time schedule sheet.
2. **Record a time for breakfast, lunch and dinner.**
3. **Record all regularly scheduled personal activities** such as meetings, employment and athletics.
4. **Record any special activities** you need to do or want to do on a regular basis.
5. **Schedule a preview (P) time** (5-30 minutes) immediately before each class whenever possible. During the preview, review notes in preparation for the upcoming class. If you have two or three classes in a row, preview from last to first class. Thus, if you have Chemistry and Art at 10 and 11, you might write "P: Art/Chem" in the block before your 10 o'clock class.
6. **Schedule a review (R) time** immediately after your classes (5-30 minutes) whenever possible. Use this time to edit and summarize your notes. You could also look over any assignments that were given and begin to plan when and how you will do them. Thus for the schedule described above, you might write "R: Art/Chem" in the 12 noon block.
7. **Schedule your intensive study/ review time for each class.** Try to schedule some study time each day for each class. Learning is more effectively and efficiently accomplished in shorter regular sessions than in longer irregular sessions. Also, use more of the day (i.e. morning, afternoon) for studying. When you schedule study time, be task-oriented rather than time-oriented.
8. **Schedule a weekly review (WR)** for each course. Do it at the end of the week if possible. This weekly review gives you an opportunity to look over the past weeks



notes and reading assignments to see what you have been learning in the past week during class and study time for each course. You can also look ahead to plan the next week and determine how much reading you need to do, what projects are due, and if any tests are scheduled. (If there is not enough time to complete steps 5-8 for all of your classes this semester, choose the class that needs more attention.)

9. **Schedule some time for daily physical activity.** Remember, research indicates that regular exercise will not only give you a general sense of well-being, but can reduce tension and help you accomplish a tough class, study, and work schedule.
10. **Schedule some blocks of time as OPEN** for academic or personal needs. If a task is taking you longer than expected you have these open spaces to complete the task.
11. **Schedule some time for you to socialize, relax,** or do whatever you want to do. This is your reward for sticking to your schedule. In addition, you'll enjoy your free time more.

### Additional Suggestions

- It is most important that your schedule suits you. You can experiment each week, assessing how you spend your time and noting what you want to change.
- You won't achieve 100 percent - 100 percent of the time. If you do not follow the schedule one day, tomorrow is a new day. Try again.
- Also have a four-month calendar at home over your desk with your projects, mid-terms and assignments marked in coloured pen. This will allow you to plan ahead.
- Keep your calendar and schedule up-to-date by noting changes each day.
- Create goals for each study block to ensure you are using the time productively.

Adapted from University of Waterloo Counselling Services

