

# Building a Mindful Study Schedule

## Step One: Ideal Academic Week

The goal of this exercise is to see how long it takes you to do all the academic work you need to accomplish in order to keep pace with your classes. During your trial week, go to all your classes, do all your reading, study, and complete your homework. How many hours did it take you? The general rule is that students spend 2-3 hours of studying for each hour they are in class. Study time includes reading, reviewing, homework, office hours, and tutoring. This means for a 15-credit semester, you should be studying at least 30 hours outside of class. The number of hours is not the same for everyone. The ideal academic week exercise will help you find the right individualized number of study hours for you.



## Step Two: Manage your energy

When are you at your best? What time of day? What time of week? Identify these prime hours and do your most intimidating work at this time. A common mistake is to put off the work you dread doing which ultimately leads to doing your hardest work when you are at your worst. The goal is to strategically organize your schedule so that you are working at your best.

### ASK YOURSELF

- What restores you? Build recovery time into your schedule
- Are you getting enough rest? Keep a consistent sleep schedule
- Where are you most the productive? (your room, coffee shop, library)



## Step Three: Identify a workday

Once you have the number of hours it takes to complete your weekly work and have identified your prime work hours, figure out how you are going to divide your hours throughout the week. Enter these study hours into your weekly calendar and identify your workday. The key to having a workday is that you stick to this schedule like it's a job! If someone wants to get together during your study hours, tell them you can't because you have class. The benefit of having a workday is that you can truly relax after you complete your workday. You won't have to suffer from that nagging inner voice that you should be doing more. You can rest assured because you have a plan in place to complete all your weekly work



### TIPS

- Write down the specific class you are studying for in your schedule.
- If you are studying for a while, change the topic or class you are studying each hour.

## Step Four: Productive Procrastination

Realistically, sometimes you will not be in the right mindset to have an effective study session. When this happens, the goal is to engage in productive procrastination. Do work that doesn't require high level thinking but requires organizing materials.

Productive procrastination is study preparation – copying notes, summarizing, gathering research articles, building study guides etc. The goal is to prepare to have a productive study session during your prime study hours. Don't waste time organizing and prepping during your prime time.



# Fixed Commitment Schedule

Enter all your fixed weekly events into the weekly schedule below. A fixed event is something that you have to attend every week (class, job, important personal activity). You have 168 hours in your week:

Hours available for study \_\_\_\_\_

Hours needed for study \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5:00 AM							
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
Midnight							
1:00 AM							
2:00 AM							
3:00 AM							
4:00 AM							