

# Rutgers Learning Centers

At Camden Campus

## TIME MANAGEMENT:

### Guidelines for Making a Weekly Schedule

1. Fill in all committed time (classes, organizations, meals, employment, etc.).
2. Plan for at least 2 hours study time for each credit hour. Fill in plan for study time.
3. Utilize day time hours for study as much as possible. (One day light hour is worth one and a half night time hours.)
4. Use 1 hour slots between classes for designated review.
5. Study in no more than two hour sessions on one subject. Avoid marathon sessions. Take 15-30 minute breaks every two hours.
6. Plan for 15-30 minute review sessions on last class notes or pertinent lesson before classes. \*(a real bonus).
7. Revise & study class notes as soon as possible after class lecture.
8. Study the same subject at the same time each week.
9. Plan in spaced review—a regular time when you bring the week's materials together, test your knowledge & make test questions & concept study sheets. This will get more cumulative as the weeks progress, periodically reviewing all materials up to your present point of material.
10. Trade time—don't steal it. when unexpected events arise, plan another time in the week to make up the study missed.
11. Plan in physical fitness time. Healthy mind = healthy body.
12. Plan in relaxation time and time for personal business.
13. Try your schedule for one week, then revise where it's not working. REMEMBER!  
The plan is flexible.
14. On Sunday, set time aside for planning what needs to be accomplished in the next week. Look at due dates. Plan in large blocks of time for library and special lab assignments.

For more information, visit or call your nearest Rutgers Learning Center, or visit our website:<http://rlc.rutgers.edu>

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