

Creating a Weekly Study Schedule

Using a standard weekly schedule to plan classes and study time is a fantastic strategy for achieving academic success. When you set regular times, topics, and even locations to study, you'll build habits that ensure you have enough time to complete homework and other assignments, study for quizzes and tests, and generally feel in control of your academic experience.

Sticking to the schedule gets easier and easier as the term continues, since study times are the same each week. Set your study schedule at the beginning of the term and begin using it right away, so your habits are well-established by the time course content becomes more challenging.

Use the instructions and weekly schedule grid below to map out classes, regular commitments *and* study time. This can be done digitally by creating/arranging square shapes on the grid in Word, or by printing the file and outlining with pen/marker. Feel free to color code by making each course and its study time the same color, or make all classes one color, study time another color, work time a third color, and so on.

For additional tips and resources, check out the COCC [Student Success Resources](#) website.

1. Using the seven-day weekly study grid, draw a block around the time that each class meets during the week (whether in person or remote).
2. Draw a block around other regular commitments that happen at the same time each week (e.g., work hours).
3. Calculate study time needed for each class – generally, 2 x the number of credit hours (8 study hours for a 4-credit class). You can shift up or down (slightly, especially at first) based on how difficult each course is for you.
4. Draw a block around the study/homework time for each course – starting with the most difficult course. When determining when to schedule these hours, consider the following:
 - study when you have the most energy/focus during the day; when tutoring or office hours are offered for that subject (tutoring counts as studying!)
 - if/when a course has assignments due on the same day each week, plan study time around that deadline; I recommend the day or two days before, and not the day of (unless that can't be avoided, or the assignments are consistently smooth/predictable)
 - if you can schedule study time right after class, when our brains tend to already be “warmed up” and thinking about the material
 - avoid weekends as much as possible, since it's more difficult to keep a consistent schedule on weekends.

5. Plan *where* each study block should take place. Increasing the specificity of the plan in this way reduces barriers to studying, especially when we don't feel like studying and we have to do it anyway. As much as possible, study in spaces with positive associations, or create positive associations with the study spaces you've chosen (e.g., the awesome views from the Science building 2nd floor, or a café where you might treat yourself to a fun drink or snack).
6. Below is a list of things to do during each study session. Generally, study blocks should be no longer than 2-3 hours long. Consider using the Pomodoro method (more details about that on the [Student Success Resources](#) website).
7. Imagine what it'll be like to commit to the weekly schedule you've just made. Anticipate realistic challenges, and how to address them. For example, if you dislike studying math and you imagine feeling unmotivated to start that planned study time, could you find a friend to study with? Ask roommates/family to hold you accountable – with gentle reminders *and* by not planning fun things at that time? Plan to meet with a tutor? Consider the study blocks appointments with yourself. These “appointments” are critical for academic success, just like attending class.
8. Take a photo or screenshot of your schedule (if you've created a hard copy), so you can save it on your phone and always have it with you. Share it with roommates/family so they can help. If you have a printed copy, put it someplace where you'll see it regularly – like next to your desk, or even on the bathroom mirror.

What to do during study time:

- Review Canvas
- Make a list of what to do *during that study block* (1-3 things, usually)
- Depending on what Canvas says, you the list of what to do during your study block might include:
 - Read assigned readings
 - Watch lecture
 - Write brief summary of what you just read/viewed
 - Explain to a partner (or dog, or to the wall) about stuff you just read
 - Homework assignments
 - Review notes/slides
 - Flashcards (use an online tool like Quizlet if at all possible)
 - [Consult a tutor](#) (tip: schedule study hours when tutors for your subject are available)
 - Attend instructor's office hours (tip: schedule study hours during instructor office hours)
 - Email your instructor with any questions
 - Practice questions
 - Find/read/watch online resources (e.g., Khan Academy videos)
 - Preview material for upcoming class
 - Review upcoming deadlines

Weekly Schedule: Mark your class times, work, and other regular commitments. Then map specific and regular study times for each class – generally two hours of study for each credit hour. Keep this regular schedule each week; consider your study hours as appointments and build good habits!

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 - 9 a.m.	Sample class block 8-10am						
9 - 10 a.m.							
10 - 11 a.m.	Sample travel/break block						
11 a.m. – 12 p.m.	Sample study block 10:30am-12pm						
12 - 1 p.m.	Sample lunch block 12-1pm						
1 - 2 p.m.							
2 - 3 p.m.							
3 - 4 p.m.							
4 - 5 p.m.							
5 - 6 p.m.							
6 - 7 p.m.							
7 - 8 p.m.							
8 - 9 p.m.							

**Making your schedule
in Microsoft Word?**

Click on each block and copy/paste/resize as needed. Be sure to label the class – including in your study blocks. Adding the time makes the block easier to read.

Making a print schedule?

Use the blank study grid on the next page, or delete the sample blocks before printing.

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