

You are only given so much time in a day, so it is to your advantage to use it wisely. Weekly calendar planners for the entire term are included in each section of this book. Using the forms provided, you can develop a plan for using your time effectively. (The Jaguar Student Handbook from Student Activities also includes an academic planning calendar.)

- Many people suggest that you spend about two hours studying for every hour spent in class. This 'rule of thumb' can be used as a guideline when planning your weeks.
- In addition to classes, study, and work, you should set aside some personal time. You will have errands to run, people to see, movies to enjoy, etc.

- Take note of the times between classes. You can use these times to get some things done while you are on campus: studying in the library, getting a snack, meeting with a faculty member, etc.
- Plan to be flexible. One day the car doesn't start, or perhaps it takes twice as long as you thought it would to finish typing a paper. Not everything always goes as originally planned, so be prepared to make some changes in your schedule on occasion.
- One of the most important things to remember is that you can never 'save' time, only 'spend' it. The point is that you need to be aware that no matter what you do, time passes - so spend what you have wisely.

YOUR CLASS SCHEDULE

In the form below, fill in your class schedule, being sure to include any lab or review sections. This will provide you with a visual chart to help you begin to see how your time will be used during the week.

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 - 8:20am					
8:30 - 9:50am					
10:00 - 11:20am					
11:30 - 12:50pm					
1:00 - 2:20pm					
2:30 - 3:50pm					
4:00 - 5:20pm					
5:30 - 8:00pm					
8:10 - 10:40pm					

