

Personal Academic Schedule Template

1. Block off your scheduled class times for the week.
2. Fill in any other pre-set commitments (e.g., part-time job, yoga class, study group meeting, travel time to and from school).
3. Identify any additional activities that you need in order to stay balanced and healthy (e.g., exercise, hobbies, relaxation). Estimate the number of hours per day/week each of these requires and add them into your schedule.
4. Enter your class preparation time into your schedule. Label each block of time by course name/number.
5. Identify times for working on your major assignments and essays. Block off at least 1-2 hours a week for working on your essays.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:30 am							
7:30 am							
8:30 am							
9:30 am							
10:30 am							
11:30 am							
12:30 pm							
1:30 pm							
2:30 pm							
3:30 pm							
4:30 pm							
5:30 pm							
6:30 pm							
7:30 pm							
8:30 pm							
9:30 pm							
10:30 pm							
11:30 pm							