

## How to Use Your Weekly Planner

- The planner is used to fill-in your schedule for each week.
- First, schedule your fixed weekly commitments.
- Next, schedule your commitments and social activities for the particular week.
- Most importantly, schedule **study/HW time** (being specific about when and what you will study).
- An accompanying assignment planner can help you keep track of specific upcoming assignments so that you know what assignments to do during your available study time.
- Template of the hourly planner and assignment planner are located at:  
<http://www.lehigh.edu/~inacsup/cas/studyskills.html>

### More Tips for your Weekly Planner

- Schedule preview time (15 minutes) immediately before each class whenever possible.
- Schedule review time (15 minutes) immediately after your classes whenever possible.
- Try to schedule some study time **each day** for each class. If this isn't possible, aim for three times a week.
- Schedule time for exercise, leisure, and recreation. This is important!
- Don't "over-schedule"—label some empty blocks of time as OPEN for whatever might come up.
- Use more of the **daytime**—those awkward 1 and 2 hour blocks of time between classes and time spent waiting around—for studying.
- Keep your planner where you can see it and **will** see it every day!
- Keeping to a schedule is really about developing a habit. Be patient, it may take some time and practice!
- Exceptions will occur. Be flexible, but always try to return to the schedule.

*Adapted from Academic Skills Center, Dartmouth College 2001*