

THE MASTER SCHEDULE

Any plan to schedule time and activities must have at its center a MASTER SCHEDULE, that is, a schedule of activities that is **fixed**. A master schedule needs to be drawn up only once a semester: unless, of course, changes occur in the basic program. First, fill in all the required activities, such as classes, drills, and laboratory periods. Second, add other regular activities, such as part-time jobs, commuting time, sports, and regular meetings. Third, include sleeping and eating. With the fixed activities accounted for, the remaining blank spaces on the uncluttered chart are free for use on a weekly or day-by-day basis. Such a schedule, on a 5x8 card, scotch-taped over your desk, or carried in your notebook, unclutters your mind, and more important, enables you to visualize the blank boxes as actual blocks of time into which you may fit necessary activities (see example below).

With the MASTER SCHEDULE as your source, you may concoct any type of schedule that fits the uniqueness of your courses, your part-time or full-time job, or your personality. What matters most is that the schedule **works** for you.

	MON	TUE	WED	THU	FRI	SAT	SUN		
7:0	-----7:45-----	-----7:45-----	-----7:45-----	-----7:45-----	-----7:45-----				
8:0									
9:0	SPANISH 2	SPANISH 2	SPANISH 2 X-HOUR	SPANISH 2	SPANISH 2				
10:11	-----11:15-----	CHEM 6 LAB	-----11:15-----	CHEM 6 X- HOUR	-----11:15-----				
11:12									
12:1						-----12:30-----	-----12:30-----		
1:2						-----1:45-----	-----1:45-----		
2:2		CHEM 6 LAB	PSYCH 6 X- HOUR						
3:4			PHYS. ED.						
4:5	PHYS. ED.								
5:6									
6:7									
7:8							CHEM 6 STUDY GROUP		
8:9									
9:10									
10:11									
11:12									

Why Time Scheduling?

Students who deliberately undertake to schedule their time are not ones who have decided to spend all their time studying and doing nothing else. They usually have decided to use efficiently the time they have to spend studying anyway, and to "de-sensitize" themselves to the many distractions that are commonly occurring.

What does this "desensitizing" involve? It means removing oneself from constant day-to-day, hour-to-hour decisions as to whether one will or will not spend the next hour studying, whether one will or will not go to the library to study, whether one will or will not go to a show on impulse, and whether or not to use that hour between classes to get next week's lab assignment out of the way.

A workable time schedule can make decisions for you, thus desensitizing you to momentary distractions. And, an hour of study in one course is not disturbed by wondering when you will study for another course, or when you'll be able to get out and have some fun. An adequate schedule includes those for you.

How Much Time Scheduling?

Usually a **minimum** time schedule is best. In other words, plan what you know is necessary, and add to it later only if necessary. But plan as your first schedule one you know you can keep, and one that it is important to you to keep.

First: What courses are you taking? (list them on a sheet of paper)

Second: How many hours do you estimate you should study for each course each week to do a minimum job?

Third: What's the total minimum hours per week for all courses?

Fourth: List your present time schedule for the week, including all fixed times, such as classes, laboratories, club meetings, outside work, travel, eating, and times you go out for recreation (usually leave at least Friday and Saturday evenings open for recreation).

Fifth: Now fill in the remaining hours each week with the number of hours you need to assign to study according to your decision in step two, either by
1) Setting up certain hours in which to study subjects, **or**
2) Setting aside certain hours that you will study, but not deciding in advance which courses will be studied in which hours.

Sixth: Keep your schedule where you can see it. It should be conspicuous, so put it on top of your desk, or pinned on the wall.

Remember: -Keeping to a schedule is not a matter of "will power," but of the development of a habit of referring to the schedule and following its outline, and this habit development may take weeks of practice.

-Don't let the extra study that you may find necessary interfere with your recreation hours take time from unscheduled hours.

-Exceptions will occur, but afterwards return to the schedule's pattern.