

# SMU Student Academic Success Programs

## 24/7 Time Awareness Schedule

### Overview:

- The time awareness 24/7 schedule is a tool you can utilize throughout college and beyond. Use this tool to plan WHEN you will complete all of the responsibilities you currently have.
- This tool is based on an ideal and usual week. When new occasions/activities arise, borrow time from different places by swapping activities. Don't steal time from yourself by simply neglecting to complete an activity.
- One way to use this tool throughout the semester is to create enough copies of a base schedule (Step 2) for each week of the semester, then use a copy to fill in the rest for each new week.

### Creating Your 24/7 Time Awareness Schedule:

On the next page, you'll see examples of 24/7 Time Awareness Schedules. There are multiple ways to make your schedule your own... Take a look and see what aspects you like and get an idea of how you'd like to customize yours.

**\*Tip- it's easy to fill it out in Excel so things are easily moved around if needed.\***

### Step 1:

- Fill in your GOAL GPA for the semester on the worksheet.
- Fill in what semester it is.
- If you're creating a new schedule each week, fill in the dates for this schedule.

### Step 2:

- Fill in your fixed schedule--the activities that happen at the same day and time most/all weeks. If you're creating a new schedule each week, this will create your base schedule.

*Your fixed activities will be your class schedule and any other obligations that are recurring at the same time each week, such as a work schedule.*

### Step 3:

- If you're creating a new schedule each week, now fill in your other fixed activities specific to that week.

*These will be meetings, events, etc.*

*next page...*

#### **Step 4:**

- Fill in your necessities- sleep, meals, and exercise.
- ◊ Sleep- Adequate sleep is required for you to be efficient and effective throughout the day. It's important that your sleep schedule is somewhat consistent. Commit to getting up and going to bed about the same time everyday regardless of when your first class starts. Be realistic, but also flexible. If you're going to stay up late and sleep in on the weekends, be sure to plan that on your schedule.
- ◊ Meals- Have you ever taken a test or tried to study when you were hungry? It's difficult to focus when you don't have adequate nutrition. Plan time for at least 2 meals per day in your schedule. (This doesn't mean only eat 2 meals! Just make sure to plan at least 2.) Remember, consistency is key!
- ◊ Exercise- Exercise reduces stress and test anxiety so plan to exercise at least 2-3 times per week. It doesn't have to be an intense workout, but get moving enough to raise your heart rate! There are FREE group exercise classes at the Dedman Recreation Center. You can find workout classes online, or plan to take a walk and get outside!

#### **Before we move on...**

Next will be adding in "study time," but before we do that, read over these tips and things to keep in mind when thinking of study time:

- Focus on time between classes and throughout the 8a-5p workday so you can maximize your free time on evenings and weekends.
- Study in a regular time and place to create routines and habits for success.
- Creating a study routine helps make studying a habit. Knowing what you are going to study, and when, saves time in making decisions and retracting your steps to get class materials.
- Avoid generalizations in your schedule such as "STUDY." Commit yourself more definitely to "STUDY HISTORY" OR "STUDY CHEMISTRY" at certain regular hours.
- Study as soon after your classes as possible. Review lecture notes while they're still in your mind. Start assignments while your memory of the assignment is still accurate.
- Limit your blocks of study time to no more than three hours for any one course at one time. After 90 minutes of studying, you begin to tire rapidly and your ability to concentrate decreases rapidly. Taking a break and then switching to studying some other course will provide the change necessary to keep up your efficiency.
- Remember to take breaks during study time so you can re-focus! Try a pattern of 50 minutes of work, then a 10 minute break. After three hours of this, take a longer break.

### Step 5:

- Plan sufficient study time for each subject:

- ◊ When we say "study time," we mean everything you do outside of class including reading, writing, studying for quizzes/tests, meeting with a study group, etc.
- ◊ Most college classes require at least 2 hours of study time for every hour in class--each week. (Example: 3 credits x 2 = 6 study hours per week per for a 3 credit course).
- ◊ Some classes will be more difficult for you than others. You may need more time for one subject, and less time for other subjects. Plan enough study time to do justice to each subject... Remember, you know yourself best!
- ◊ Use the table below to calculate your total study time for the entire week

<b>Class</b> <i>Example- PSYC 1300</i>	<b>Credit Hours</b> <i>3</i>	<b>Study Hours</b> <i>2</i>	<b>Total Study Time per Week</b> <i>6</i>

### Free Time

Remember to include time in your schedule when you're not actively working on something. Free time can include time you are spending with family/ friends or taking care of other essential responsibilities like grocery shopping, laundry, cooking, cleaning and more. Also, if you commute, make sure to include this in your 24/7 schedule.

### Trading Time

- When unexpected events arise that take time you had planned to study, decide immediately where you will find time to make up the study missed and adjust your schedule for the week.
- It takes about three weeks for a new behavior to become a habit. Commit to sticking to your 24/7 schedule for the next three weeks. You'll notice that it's easier to motivate yourself to study during your designated study times once you've created a habit.

# EXAMPLES

# 24/7 TIME AWARENESS

Semester Fall  
 Year 2022  
 Week 8/21 to 8/27  
 Goal GPA: 3.61

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
6am	UP & READY	UP & READY	UP & READY	UP & READY	UP & READY	UP & READY	UP & READY
7am	BREAKFAST WORKOUT	BREAKFAST	BREAKFAST WORKOUT	BREAKFAST	BREAKFAST WORKOUT	BREAKFAST	BREAKFAST WORKOUT
8am	WORKOUT	WRTR 1312	WORKOUT	WRTR 1312	WORKOUT	WRTR 1312	WORKOUT
9am	WRTR study	BIOL 1301	STAT study STAT 2331	BIOL 1301	STAT study STAT 2331	BIOL 1301	WRTR study
10am	WRTR study	WRTR study	STAT 2331 STAT study	WRTR study	STAT 2331 STAT study	WRTR study	WRTR study
11am		PSYC 1300	HDEV study HDEV 1210	PSYC 1300	HDEV study HDEV 1210	PSYC 1300	HDEV study
12pm	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1pm	PSYC study	BIOL study	LUNCH	LUNCH	LUNCH	BIOL study	BIOL study
2pm	PSYC study	BIOL study	HDEV study HDEV 1210	PSYC study	HDEV study HDEV 1210	BIOL study	PSYC study
3pm		PSYC study	STAT study BIOL study	BIOL 1101	STAT study BIOL study	PSYC study	
4pm		PSYC study	BIOL study	BIOL 1101	BIOL study	PSYC study	
5pm		STAT study		BIOL 1101		STAT study	
6pm		STAT study					
7pm							
8pm							
9pm	BEDTIME ROUTINE	BEDTIME ROUTINE	BEDTIME ROUTINE	BEDTIME ROUTINE	BEDTIME ROUTINE	BEDTIME ROUTINE	BEDTIME ROUTINE
10pm	SLEEP	SLEEP	SLEEP	SLEEP	SLEEP	SLEEP	SLEEP
11pm							
12pm							
1am							
2am							
3am							
4am							
5am							

PSYC 1300... 8 study hr/wk  
 WRTR 1312... 7 study hr/wk  
 STAT 2331... 9 study hr/wk

**SMU**  
 STUDENT ACADEMIC  
 SUCCESS PROGRAMS

BIOL 1301... 7 study hr/wk  
 HDEV 1210... 5 study hr/wk

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	27	28	29	30	1	2	3
7 <sup>AM</sup>		Wake Up	Wake Up	Wake Up	Wake Up	Wake Up	
8		Class	Workout	Class	Workout	Study	
9			Review Notes		Review Notes		
10		Class	Class	Class	Class		
11		Review Notes		Review Notes			
12 <sup>PM</sup>		LUNCH	Class	LUNCH	Class		
1		Study	LUNCH	Study	LUNCH		
2	Study	Study	Class	Study	Class		
3							
4			Study		Study		
5		Workout		Workout			
6	Dinner	Dinner	Dinner	Dinner	Dinner		
7		Student Org Meeting	FREE TIME - TV Binge, Tik Tok Fame, Read for Fun, Take a Walk	Friends, Church, Family Time, Chores	Friends, Church, Family Time, Chores		
8							
9		Wind Down	Wind Down	Wind Down	Wind Down		
10		BEDTIME	BEDTIME	BEDTIME	BEDTIME		





24/7 Time Awareness Schedule							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
6:30							
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Goal GPA:

Semester:

This Week:

24/7 Time Awareness Schedule							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
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2pm							
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