

LEARNING STRATEGIES & RESOURCES

24/7 Time Awareness

Instructions: Complete your own time awareness 24/7 schedule based on the semester

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.

Plan a schedule of balanced activities:

- College life has many aspects which are very important to success. Some have fixed time requirements and some are flexible.
- Fixed activities include classes, work, church, organizations and more. A fixed activity is something that you will do every week of this semester at the same day/time.
- Flexible activities include sleep, study, recreation, and household routines
 - Add your *FIXED* activities into this tool first, followed by the *FLEXIBLE* activities.
 - When planning sleep be sure to add one extra hour before bed to relax from the day.

Plan sufficient study time for each subject:

- Studying includes everything you do outside of class including reading, writing, studying for quizzes/tests, meeting with a study group, working on a lab and more
- Most college classes require about two hours of work per week per credit hour in the course. (Example: 3 credits x 2 = 6 study hours per week per 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

| Class | Credit Hours | Study Hours | Total Study Time per Class |
|----------------|--------------|-------------|----------------------------|
| EX. Psych 1300 | 3 | 2 | 6 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

- Add your study time into the tool!
 - Focus on time between classes and throughout the 8a-5p workday so you can maximize evenings and weekends.
 - Study in a regular time and place to create routines and habits for success
 - Study as soon after your classes and possible so you can better retain what you learned
 - Remember to take breaks during study time so you can re-focus!



Tips for 24/7 Time Awareness Success

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 the 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. Remember, consistency is key!

Exercise

- Exercise reduces stress and test anxiety so plan to exercise at least 2-3 times per week.
- 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!

Study Habits

- 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. Utilize odd hours during the day for studying. The scattered one-hour or two-hour free periods between classes are a great study time! Planning and establishing habits of using them for studying the class just finished will result in free time in the week for recreation or other activities.
- 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.

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 designed study times once you've created a habit.

24/7 Time Awareness Examples

| | SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | |
|------------------|--------------|-----------|--------------|-----------|--------------|---------|----------|---------------------|
| | 27 | 28 | 29 | 30 | 1 | 2 | 3 | |
| 7 ^{AM} | | Wake Up | Wake Up | Wake Up | Wake Up | Wake Up | | |
| 8 | | Class | Workout | Class | Workout | Study | | |
| 9 | | Class | Review Notes | Class | Review Notes | | | |
| 10 | Review Notes | | Class | | Review Notes | | Class | |
| 11 | | LUNCH | Class | LUNCH | Class | | | |
| 12 ^{PM} | | Study | LUNCH | Study | LUNCH | | | |
| 1 | Study | Study | Class | Study | Class | | | |
| 2 | | | Study | | Class | Study | | |
| 3 | | | Workout | | Workout | | | |
| 4 | | | Dinner | | Dinner | Dinner | Dinner | |
| 5 | | | | | | | | Student Org Meeting |
| 6 | | Wind Down | Wind Down | Wind Down | Wind Down | | | |
| 7 | | BEDTIME | BEDTIME | BEDTIME | BEDTIME | | | |
| 8 | | | | | | | | |
| 9 | | | | | | | | |
| 10 | | | | | | | | |



24/7 Time Awareness Examples

Goal GPA: 3.6 Difficulty: Chem(10), Bio(8.5), Psyc(6), DISC(3), PRW(0), HDEV(0)

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|------|-----------------|-----------------|-----------------|-----------------|---------------|-----------------|-----------------|
| 6am | Sleep | Sleep | Workouts | Sleep | Workouts | Sleep | Sleep |
| 630 | Sleep | Sleep | Workouts | Sleep | Workouts | Sleep | Sleep |
| 7am | Sleep | Sleep | Workouts | Sleep | Workouts | Sleep | Sleep |
| 730 | Sleep | Sleep | Free time | Sleep | Free time | Sleep | Sleep |
| 8am | Sleep | Free time | Breakfast | Free time | Free time | Free time | Sleep |
| 830 | Breakfast | Breakfast | Study DISC | Breakfast | Breakfast | Breakfast | Breakfast |
| 9am | Free time | Biology | Athlete Meeting | Biology | Study PSYC | Biology | Free time |
| 930 | Free time | Biology | HDEV | Biology | HDEV | Biology | Free time |
| 10am | Study biology | PRW | HDEV | PRW | HDEV | PRW | Free time |
| 1030 | Study biology | PRW | HDEV | PRW | HDEV | PRW | Free time |
| 11am | Study biology | Free time | DISC | Free time | DISC | Free time | Free time |
| 1130 | Study biology | Lunch | DISC | Lunch | DISC | Lunch | Lunch |
| 12pm | Study biology | Practice | DISC | Practice | DISC | Practice | Lunch |
| 1230 | Lunch | Practice | DISC | Practice | DISC | Practice | Study DISC |
| 1pm | Lunch | Practice | Lunch | Practice | Biology | Practice | Study DISC |
| 130 | Lunch | Practice | Study biology | Practice | Biology | Practice | Study DISC |
| 2pm | Lunch | Practice | Study biology | Practice | Biology | Practice | Study DISC |
| 230 | Study chemistry | Practice | Study biology | Practice | Biology | Practice | Free time |
| 3pm | Study chemistry | Practice | Free time | Practice | Biology | Practice | Free time |
| 330 | Study chemistry | Practice | PSYC | Practice | PSYC | Practice | Free time |
| 4pm | Study chemistry | Practice | PSYC | Practice | PSYC | Practice | Free time |
| 430 | Study chemistry | Practice | PSYC | Practice | PSYC | Practice | Free time |
| 5pm | Study chemistry | Practice | Chemistry | Practice | Chemistry | Practice | Study chemistry |
| 530 | Free time | Study Chemistry | Chemistry | Study biology | Chemistry | Study Psyc | Study chemistry |
| 6pm | Free time | Study Chemistry | Chemistry | Study biology | Chemistry | Study Psyc | Study biology |
| 630 | Dinner | Study Chemistry | Chemistry | Study biology | Chemistry | Study Psyc | Study biology |
| 7pm | Dinner | Dinner | Dinner | Dinner | Dinner | Study Psyc | Dinner |
| 730 | Dinner | Dinner | Dinner | Dinner | Dinner | Study Psyc | Dinner |
| 8pm | Study chemistry | Study Chemistry | Study DISC | Study Chemistry | Study DISC | Study Chemistry | Dinner |
| 830 | Study chemistry | Study Chemistry | Study biology | Study Chemistry | Study biology | Study Chemistry | Free time |
| 9pm | Study chemistry | Study Biology | Study Psyc | Study Biology | Study Psyc | Study Biology | Free time |
| 930 | Sleep | Study Psyc | Study Psyc | Study Psyc | Free time | Free time | Free time |
| 10pm | Sleep | Study Psyc | Study Psyc | Study Psyc | Free time | Free time | Free time |
| 1030 | Sleep | Sleep | Sleep | Sleep | Free time | Free time | Free time |
| 11pm | Sleep | Sleep | Sleep | Sleep | Free time | Free time | Free time |
| 1130 | Sleep | Sleep | Sleep | Sleep | Free time | Free time | Free time |
| 12pm | Sleep | Sleep | Sleep | Sleep | Sleep | Free time | Free time |
| 1230 | Sleep | Sleep | Sleep | Sleep | Sleep | Free time | Free time |
| 1am | Sleep | Sleep | Sleep | Sleep | Sleep | Sleep | Sleep |
| 130 | Sleep | Sleep | Sleep | Sleep | Sleep | Sleep | Sleep |
| 2am | Sleep | Sleep | Sleep | Sleep | Sleep | Sleep | Sleep |
| 230 | Sleep | Sleep | Sleep | Sleep | Sleep | Sleep | Sleep |
| 3am | Sleep | Sleep | Sleep | Sleep | Sleep | Sleep | Sleep |
| 330 | Sleep | Sleep | Sleep | Sleep | Sleep | Sleep | Sleep |
| 4am | Sleep | Sleep | Sleep | Sleep | Sleep | Sleep | Sleep |
| 430 | Sleep | Sleep | Sleep | Sleep | Sleep | Sleep | Sleep |
| 5am | Sleep | Sleep | Sleep | Sleep | Sleep | Sleep | Sleep |
| 530 | Sleep | Sleep | Sleep | Sleep | Sleep | Sleep | Sleep |



24/7 TIME AWARENESS

Semester _____
Year _____
Week _____ to _____

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|------|-----|-----|-----|-----|-----|-----|-----|
| 6am | | | | | | | |
| 7am | | | | | | | |
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