

Schedule Your Week

These Steps will help to Reduce Academic Anxiety

1. Record class and lab times in appropriate day/hour blocks on a time schedule sheet.
2. Record travel times to and from the university and between classes.
3. Record meal times, family times, laundry times, etc.
4. Record all regularly scheduled personal activities such as meetings, employment and athletics.
5. Record any special activities you need to do or want to do on a regular basis.
6. Schedule a preview time (30 minutes) immediately before each class whenever possible. During the preview, review all or some of your notes in preparation for the upcoming class. If you have two or three classes in a row, preview from last to first class.
7. Schedule a review time immediately after your classes (30 minutes) whenever possible. Use this time to edit and summarize your notes. You can also look over any assignments that were given and begin to plan when and how you will do them.
8. Schedule intensive pre-reading / study / review time for each class. Try to schedule some study time each day for each class. Learning is more effectively and efficiently accomplished in shorter regular sessions than in longer irregular sessions. Also, use more of the day (i.e. morning, afternoon) for studying. Pick the times of days when you are most alert.
9. When you schedule study time, be task-oriented rather than time-oriented. Think in terms of "blocks of time" and what specifically needs to be accomplished, not hours of study time.
10. Schedule to start your study period with the courses you like least or that you're not doing well in. Try to study the same subjects at the same time each study day. Although this seems to be a mechanical way of scheduling, you will find that such a routine can help you develop a pattern for efficient and effective learning.
11. Schedule a weekly review (WR) for each course. Do it at the end of the week if possible. This weekly review gives you an opportunity to go over the past week's notes along with the reading assignments to see what you have been learning in the past week during class and study time for each course. You can also look ahead to plan the next week and determine how much reading you need to do, what projects are due, and if any tests are scheduled.
12. Keep open some time for daily physical activity. Remember, research indicates that regular exercise will not only give you a general sense of well-being, but can reduce tension and help you accomplish a tough class, study, and work schedule.
13. Label some empty blocks of time as OPEN for academic or personal needs.
14. Schedule some time during Friday, Saturday, and Sunday for you to play, relax, or do whatever you want to do. This is your reward for sticking to your schedule. In addition, you'll enjoy your free time more. Because it is scheduled you do not need to feel guilty.



KWANTLEN POLYTECHNIC UNIVERSITY



The Learning Centres

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kpu.ca/learningcentres

Schedule Your Week

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:30- 8:00							
8:00- 8:30							
8:30-9:00							
9:00-9:30							
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