



# Weekly Calendar

Draft a weekly calendar by planning out your academic, social, work, and personal activities, to gain a better perspective on your time availability.

Select a calendar.	Choose a calendar that shows one week at a time. It usually includes half-hour segments. These are available at office stores, at <a href="http://www.lsu.edu/cas">www.lsu.edu/cas</a> , in the CAS office, or you can create your own.
Block out fixed commitments.	Record classes, weekly social/organizational meetings, work, meals, exercise, etc.
Identify open blocks of time.	Schedule several Focused Study Sessions (FSS) throughout the week. These are 30-50 minute blocks for concentrated study on a particular subject. Treat these like a class or work commitment to eliminate cramming.
Schedule breaks.	Give your brain a break with calming activities such as art, meditation, or outdoor activities.
Be flexible.	Expect the unexpected.

Example:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7:00						
7:30						
8:00		ORGANIC CHEM		ORGANIC CHEM		FSS. PHYSICS
8:30	→ preview physics	LECTURE	↑	LECTURE	8-10 MATH	12-6 MATH
9:00		REVIEW O. CHEM	↑-2 WORK	REVIEW O. CHEM		plan schedule for next week
9:30	PHYSICS					
10:00	LAB	REVIEW PHYSICS		REVIEW PHYSICS	FSS. ORGANIC CHEM	SUNDAY
10:30		PHYSICS		PHYSICS	FSS.	
11:00		LECTURE	↓	LECTURE	ORGANIC CHEM	REST!!
11:30					ORGANIC CHEM	
12:00		LUNCH		LUNCH WITH STUDY!	LUNCH	
12:30	←					
1:00	→ preview physics	preview micro & chem	→ preview physics	preview micro & chem		FSS. MICRO
1:30	MICRO - BIO	MICRO - BIO	MICRO - BIO	MICRO - BIO	CONCEPTS	TO DO LIST
2:00	LAB	LECTURE	LAB	LECTURE	* lab reports *	<input type="checkbox"/> Finish the lab reports
2:30	FSS. ORGANIC CHEM	ANATOMICAL CHEM	FSS.	ANATOMICAL CHEM		<input type="checkbox"/> prep for physics test
3:00	FSS. MICRO	LECTURE	ANATOMICAL CHEM	LECTURE	FSS.	next week!!
3:30			FSS.		ORGANIC CHEM	
4:00	FSS. PHYSICS	FSS. PHYSICS	STUDY GROUP	FSS. MICRO	FSS. MICRO	
4:30						
5:00						
5:30						

**WEEKLY CALENDARS ARE AVAILABLE FREE FROM THE CAS OFFICE!**

Tip: Use your daylight hours wisely; this is typically the most productive time for learning.

Source: College Learning and Study Skills. Rhonda Atkinson and Debbie Longman, West Publishing Co.

