Name:_____ Date: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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Name:_____ Date: _____

Time

It seems counter intuitive, but scheduling your time and knowing your limits actually frees you for spontaneity and free time!

There are three types of time we will schedule:

- Obligatory: you absolutely, positively must be there at that time!
  - Classes, work (if regularly scheduled), regular appts like AA, commuting*
- Maintenance: you need this time to maintain your lifestyle, but the times are your (or your lifestyle's) choice.
  - Study time, religious meetings, fitness, commuting*
- Free: yes, everyone needs this!
  - Family, manicures, spontaneous silliness
- (Unscheduled might appear—or it might not…)

You may have to be creative & think realistically (no, that is NOT an oxymoron!) Can you honestly study at 11 PM after working all day, fixing dinner, running ragged, etc? Rethink your routine. Your life might revolve around semesters and breaks, but in the end it is *so* worth it!

Pink:

First, schedule your obligation times—only the obligation times—on your grid. In ink, write the obligation, and then color it pink. If your commute is an absolute, schedule it here, otherwise schedule it next.

Yellow:

Second, schedule your maintenance times on your grid. Use awake, non-interrupted time for studying. Rule of thumb: 1 hour lecture: 3 hours study & 1 hour lab: 1 hour prep/ review. Schedule your commute if you have some flexibility with it. For it to be worthwhile, you need to schedule it at times it will be productive.

Green:

Schedule some time for uninterrupted "free" time. Maybe this is a Sunday afternoon or maybe it is 1.5 hours each evening with family.

Keep your colors separate. If you study, keep your focus on studying and when you spend time freely, keep it free. You will accomplish so much more by scheduling that and keeping your focus uncluttered. If you must reschedule a time, think in terms of rearranging physical chunks as opposed to abstract numbers. A three block of yellow missed due to a traffic jam means a three block of yellow must open up elsewhere.