

STUDY & TIME MANAGEMENT

A little planning goes a long way!

Map Out Your Semester

- Grab a calendar (online or paper).
- Go through each syllabus and mark every due date—assignments, projects, readings, quizzes, and tests.

Plan Your Week Like A Pro

- List everything you need to tackle for the week.
- Break big assignments into smaller steps.
- Estimate the time for each task—then add 50%.
- Rank your tasks by urgency and importance then plug those tasks into your weekly schedule.
- Be realistic, stay committed, and adjust as needed.

Smart Study Habits

- For better focus, review your notes (5–30 min) before class.
- Review and summarize notes after class (5–30 min).
- Set a weekly review session for each course at the end of every week.
- Recap what you learned, plan ahead, and stay on top of things!

Goals

- Create a semester and weekly schedule.
- Check in after a week—what's working? Talk with your counselor for tips.



Watch this video for more tips!



Here's an example of a weekly schedule:

	MON	TUE	WED	THU	FRI
8:00 AM	breakfast	breakfast	breakfast	breakfast	breakfast
9:00 AM	preview math & bio	preview writing	preview math & bio	preview writing	preview math & bio
10:00 AM	math class	writing class	math class	writing class	math class
11:00 AM	bio class	devotional	bio class	AHTG weekly review	bio class
12:00 PM	review math & bio lunch	lunch	review math & bio lunch	lunch	review math & bio lunch
1:00 PM	preview AHTG	work	preview AHTG	work	
2:00 PM	American Heritage		American Heritage		bio weekly review
3:00 PM	review AHTG		review AHTG		math weekly review
4:00 PM					
5:00 PM	exercise		exercise		exercise
6:00 PM	dinner	dinner	dinner	dinner	dinner
7:00 PM	FHE	preview AHTG	work	writing weekly review	football game
8:00 PM		American Heritage lab			
9:00 PM		review AHTG		volunteer	
10:00 PM					

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