BUILDING A SCHEDULE DESIGNED FOR PRODUCTIVITY

HOW TO CREATE A SCHEDULE THAT MAXIMIZES EFFICIENCY AND PROMOTES A HEALTHY BUT PRODUCTIVE SCHOOL/WORK/SELF-CARE BALANCE

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### Learning Outcomes

<table>
<thead>
<tr>
<th>Create</th>
<th>Create a course schedule that fits your personal needs</th>
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</thead>
<tbody>
<tr>
<td>Build</td>
<td>Build a productive schedule that manages commitments</td>
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<tr>
<td>Prioritize</td>
<td>Prioritize self-care</td>
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</table>
Building a schedule

- Start with the least flexible commitments first
- Be realistic – know when you are most productive
- Be aware of geography and make sure you are taking travel times into consideration
Spacing out classes

- Allows time for food breaks between classes
- No rushing from one class to the next
- Extra time to study on campus

Blocking Classes

- No dead time between classes
- Get all of your classes out of the way at once
- Great for scheduling around work shifts
- Makes your day more open
Self-Care

- Remember to eat
- Take breaks
- Make sure you are also taking time to do things you enjoy
- Don’t overindulge
Covey's Time Management Grid

<table>
<thead>
<tr>
<th>QUADRANT 1: Important/Urgent</th>
<th>QUADRANT 2: Important/Not Urgent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crisis</td>
<td>Planning</td>
</tr>
<tr>
<td>Pressing Problems</td>
<td>Long-Term Projects</td>
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<tr>
<td>Projects Completed at the Last Minute</td>
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<td></td>
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<tr>
<td>QUADRANT 3: Urgent/Not Important</td>
<td>QUADRANT 4: Not Urgent/Not Important</td>
</tr>
<tr>
<td>Interruptions</td>
<td>Busywork</td>
</tr>
<tr>
<td>Time-Specific but Non-Essential Events</td>
<td>Time Wasters (TV and Internet)</td>
</tr>
</tbody>
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- Organize your tasks into the appropriate quadrants
- Make sure you are setting aside time each day to do some Quadrant 2 activities (Dembo & Seli)
- Avoid doing Quadrant 3 or 4 activities at the expense of Quadrant 1 and 2 activities
References


• images retrieved from:
  • https://www.qs.com/the-student-drift-towards-recession-proof-subjects/
  • https://www.123rf.com/photo_10350487_abstract-jigsaw-puzzle-background-illustration.html
  • https://weheartit.com/articles/322390290-self-care-pt-1