How to Build a Schedule for Productivity

1. Start with least flexible commitments
   - *These are weekly re-occurrences that are consistent*
     - Class, Professor/ TA office hours
     - Work, Internship
     - Club Meetings

2. Travel Time
   - *Consider the time it will take you to get from point A to point B*
     - Walking or biking to campus
     - Driving in Los Angeles traffic
     - Public transportation

3. Healthy Habits
   - *Easy things to forget or are pushed aside but are important for a balanced lifestyle*
     - Eating
     - Sleeping
     - Exercise

4. Study Time
   - *Setting time aside to study helps prepare for upcoming quizzes, exams, and lecture*
     - On or Off Campus
     - Utilize gaps in schedule

5. Self-Care
   - *Taking care of yourself is essential to prevent burnout during the semester*
     - Enriching activities
     - Breaks
     - Fun time with friends or family

This is an example of what a balanced schedule may look like:

1. Throughout the week there are blocked off times to study in-between classes.

2. Studies in larger chunk on Tuesday, Saturday, and Sunday

3. Has intentional time for self-care on Tuesday, Friday, and Saturday

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Additional reference: [https://kortschakcenter.usc.edu/how-to-build-a-schedule-for-productivity/](https://kortschakcenter.usc.edu/how-to-build-a-schedule-for-productivity/)