

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

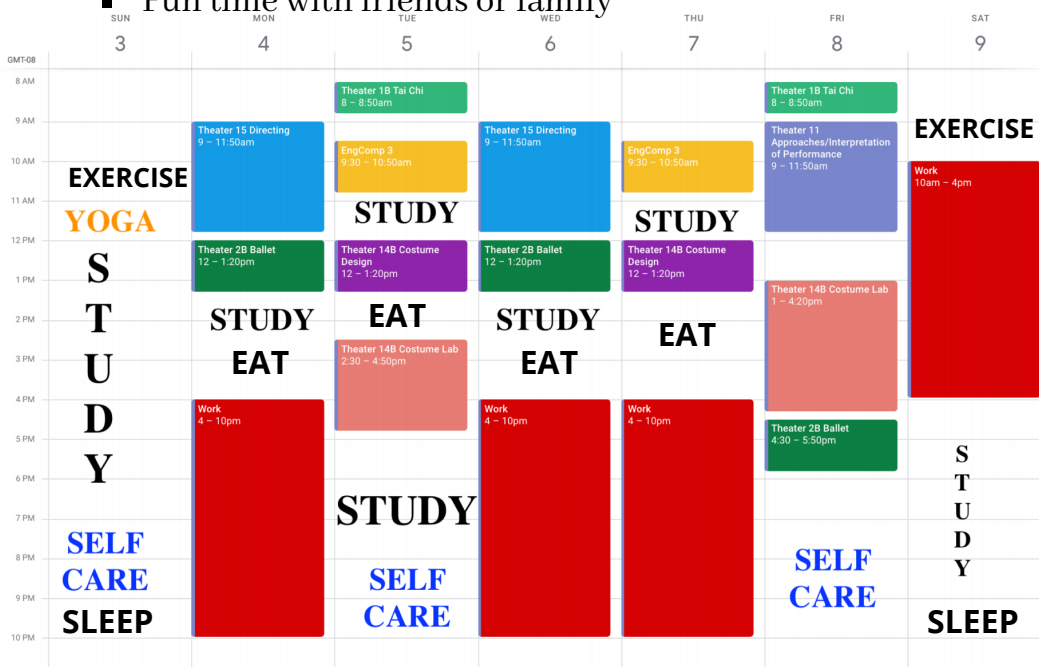
- *Easy things to forget or are pushed aside but are important for a balanced lifestyle*
 - Eating
 - Sleeping
 - Exercise

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

Reference: Covey, S. R., Merrill, A. R., & Merrill, R. R. (1995). *First things first*. Simon and Schuster.

Additional reference: <https://kortschakcenter.usc.edu/how-to-build-a-schedule-for-productivity/>