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
     - Set time to plan out how you will use your study time (which subjects, assignments, projects, etc.)

5. Self-Care
   - Taking care of yourself is essential to prevent burnout during the semester
     - Enriching activities
     - Breaks (i.e. take time away from screen, go on a walk, eat a crunchy snack, etc.)
     - 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

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