

# 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