



Weekly Study Schedule for Distance Education Students

It's tempting to procrastinate in a distance learning class, which means it's very easy to get behind – and very hard to get caught back up. It is strongly recommended that you work out your typical weekly schedule so you'll have a general guide for incorporating study time in with your other activities. NETnet has provided the following chart to help make this task a little easier. It's important to establish a *realistic* schedule and keep to it. If you know you always watch a particular television show, go ahead and schedule that in. Give yourself rewards for assignments completed and punishment for work missed. Make your favorite show or a going to a movie your reward. If you don't finish the assignment — no favorite TV show or movie that week. **Successful students spend 2 to 3 hours regularly each week for each hour of credit for a class.** For example, a 3-hour credit class requires a minimum of at least 6 to 9 hours of work each week of the semester to complete all requirements.

Time Management and Scheduling Tips

- Use a semester calendar to lay out your deadlines. If your instructor did not provide specific deadlines, **set your own** and meet them.
- Arrive a little earlier to work; use that time for studying.
- Get up a 1/2 hour early and use that time to go over new material.
- Spend your lunch hour away from the TV or friends – spend that time studying.
- Review the syllabus, study guide, or notes while waiting in long lines, before appointments, for the kids at the dentist (school, dance lesson, etc.).
- Set your mind to work steadily for 30 minutes - and keep to it. (Using a timer or wristwatch with an alarm can be a big help. That way, you won't have to guess what time it is or keep looking at the clock - you can concentrate on studying).



Directions: Fill in the 30-minute time slots on the schedule with the following information:

- Fill in your **nonflexible** times (work hours, scheduled classes, etc.) with specific information
- Fill in your **flexible** times related to those nonflexible ones (travel time to work or school, lunch, break, etc.)
- Fill in your **other activities** (clubs, extracurricular activities, meetings, etc.) that happen less than once a week
- List **family responsibilities** (baby-sitting siblings, carpool, etc.) that occur regularly. If the situation allows, taking a book along can ease the time spent waiting and can help accomplish study time needs at the same time.
- List **DEDICATED STUDY TIME (DST)**. This will be time that you will reserve for study; only a legitimate emergency will be allowed to disturb it. For a 3-hour class, you'll need to schedule **at least** 12 half-hour time slots of DST each week. Try to schedule a 1/2-hour or an hour of 'TRY TO STUDY TIME' before or after this Dedicated Study Time segment.
- List **TRY TO STUDY TIME (TST)**. This will be time that you are planning to do nothing but study, but recognize that it may be interrupted. If it does get interrupted, remember to grab some catch-up time.



Weekly Study Schedule

Date: _____

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5:00 a.m.							
5:30 a.m.							
6:00 a.m.							
6:30 a.m.							
7:00 a.m.							
7:30 a.m.							
8:00 a.m.							
8:30 a.m.							
9:00 a.m.							
9:30 a.m.							
10:00 a.m.							
10:30 a.m.							



Weekly Study Schedule

Date: _____

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11:00 a.m.							
11:30 a.m.							
12:00 p.m.							
12:30 p.m.							
1:00 p.m.							
1:30 p.m.							
2:00 p.m.							
2:30 p.m.							
3:00 p.m.							
3:30 p.m.							
4:00 p.m.							
4:30 p.m.							



Weekly Study Schedule

Date: _____

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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5:30 p.m.							
6:00 p.m.							
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8:00 p.m.							
8:30 p.m.							
9:00 p.m.							
9:30 p.m.							
10:00 p.m.							
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4:00 a.m.							
4:30 a.m.							