Suggestions for Scheduled Studying

Plan enough time for studying
College instructors expect students to average about two hours in studying (including library work, term papers, themes, etc.) for each hour spent in the classroom. This is an appropriate and realistic guideline.

Study at the same time everyday
As often as feasible, students should schedule certain hours for studying almost every day, creating a routine. Keeping regular studying hours at least five days a week will make it easier to follow a schedule and to maintain an active approach to studying.

Make use of free hours during the school day
The hours between classes are perhaps students’ most valuable study time. Students may effectively use these hours by reviewing material and editing notes from the previous class and/or studying material for the following class.

Plan study periods to follow class periods
Do this whenever possible. The next best procedure is to schedule the study period immediately preceding each class. Students should specify the particular course they will study rather than just marking "study" on their schedule.

Space study periods
50 to 90 minutes of study at a time for each course works best. Schedule a 10 to 15-minute rest between study periods. It is more efficient to study hard for a definite period and then stop for a few minutes, than to attempt to study indeterminately.

Plan for weekly reviews
Schedule at least one hour of review each week for each class (separate from scheduled study time). The weekend is a good time for review.

Leave some unscheduled time for flexibility
This is important. Students tend to over-schedule themselves. Lack of flexibility is the major reason why schedules fail.
**Allot time for planned recreational, college, and personal activities**

When planning a schedule, students should begin by listing the activities that come at fixed hours and cannot easily be changed. Classes, labs, meals, sleep, and part-time jobs are examples of areas that students typically cannot change. Next, schedule flexible time commitments. These hours can be interchanged with other hours if schedules must be changed during the week. Recreational activities are planned last.

When forced to deviate from a planned schedule, students should trade time rather than steal it from somewhere else on the schedule. For example, if an unexpected visitor comes by at a time that has been scheduled for studying, students can substitute an equal amount of study time for the period that was set aside for recreation.