The CORRECT Way to Make a Weekly Calendar

(miltemp@mindspring.com)

Academically successful students use 4 calendars: daily, weekly, monthly and a calendar for the entire semester. The most important calendar is a weekly one. It includes the daily calendars and when duplicated four times yields a monthly calendar. The weekly calendar can be made using existing software such as iCal or GoogleCal – or an Excel spreadsheet. The weekly calendar consists of seven columns, each corresponding to a day of the week. Each column has 24 cells, corresponding to the 24 hours in each day. As the cells are filled in, each activity **is coded with a different COLOR**: sleep, study time, classes, meals, meetings, workouts, relaxation, etc. The weekly calendar (Sunday through Saturday) is filled out in the following order:

1. First, fill in a minimum of 7.5 hours sleep (preferably 8 hours) Sunday night through Thursday night. (For Friday and Saturday nights, you can sleep as little or as much as you want to.) Without sufficient sleep, 4 mental abilities all VITAL to good grades in college all degrade - the Ability to: Remember (learn!); Recall (what you do on a quiz); Correctly Analyze (what you do with a thermo or fluid dynamics problem or a case study); and Think Critically ("Think outside the box").

2. Second, fill in all classes.

3. Third, fill in 2-for-1 study time = 2 hours of study time per week for each semester hour of credit. For example, if the calendar has 15 class hours on it (3 lab hours = 1class hour), there should be 30 hours of study time distributed throughout the week, including weekends. In other words, for each week, you must study two hours out of class for each credit hour you have for the semester. (Doing homework & lab reports & computer programs & hours of tutoring all count as study time.)

4. Fourth, fill in maintenance functions: showering, meals, **EXERCISE**, going shopping and to the grocery store, doing tasks from your daily to-do list - like doing laundry, etc.

5. Fifth, fill in SOME NUMBER OF MINUTES **every day** (you decide how many) to answer email -   USUALLY A TIME PERIOD IN THE MORNING AND ONE IN THE EVENING.

6. Sixth, designate a ½-hour interval every Sunday night to fill in your ABAS form for the preceding week and finalize your generic calendar (see below) for the coming week.

7. Then, fill in everything else: meetings, rehearsals, time for recreation/relaxation, spending time with friends, etc. (Maybe part of Friday night & Saturday & Sunday, the cells should be labeled "Relax, have fun, hang out with friends, play Frisbee, enjoy myself, etc.)

Thus, when the weekly calendar is complete, it has NO blank cells.

Parenthetical thoughts: two calendar activities must **NEVER** be violated: sleep (7.5 hours/day minimum) and 2-for-1 study time. For example, if one weeknight you only get 6.5 hours sleep, then later that day, take a one hour nap, bringing your total for the 24 hours to 7.5. Similarly, if one night you have scheduled 4 study hours and you only get in 2, then move the two missed hours to somewhere else in the week - preferably to the weekend - thus keeping your 2-to-1 ratio (see # 3 above) for the week.

Using the guidelines 1 - 6 above, you can make a "generic calendar" for the week, then duplicate it for the 16 weeks of the semester. Then each Sunday night, modify the calendar for the upcoming week based on what has changed from the generic form.

Note: If your Myers-Briggs Personality Type is XXXP or XSXP, it will be very hard for you to make a calendar with no blank cells. DO IT ANYWAY! (Determine your MBPT at www.humanmetrics.com/cgi-win//Jtypes2.asp On this site, it's called the Jung Typology Test.)

A SAMPLE CALENDAR accompanies these notes.