

Making a weekly schedule:

1. Enter all the mandatory, fixed dates (courses, part-time job, etc.).
3. Enter the activities related to your studies that you can schedule flexibly (preparing for and following-up on courses, doing group work, writing seminar papers, etc.).
4. Add the activities not related to your studies (housework, hobbies and sports, family, going out, etc.).

General tips:

- Use colours to gain a better overview (one colour per appointment category).
- Include some buffer time for each day for contingencies or spontaneous activities (ideally, you should schedule only 60% of the time).
- Try to use similar time slots for activities that repeat (practicing your instrument, doing yoga, etc.).
- Avoid doing the same task for days on end but instead aim for variety in your work routine.
- Always include evening hours in the schedule as well so that you can check if you're getting enough rest.

Exercise: Make a weekly schedule (Business School. Full-time students)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
07:00								
08:00	Course 1 HSLU		Course 6 HSLU	Course 8 HSLU				
09:00								
10:00								
11:00	Course 2 HSLU	Course 4 HSLU	Course 7 HSLU	Course 9 HSLU	Course 11 HSLU			
12:00								
13:00								
14:00	Course 3 HSLU			Course 10 HSLU				
15:00		Course 5 HSLU						
16:00								
17:00								
18:00								
19:00								
20:00								
21:00								
22:00								

Task:

How would you fit in the following in your schedule?

- 4 hours of sport
- 5 hours of commuting
- Following-up on lectures 3/4/7/8 (1½ hours each)
- Preparing for classes 4/9/11 (1 hour each)
- Working on projects (with other HSLU students) (3 hours)
- Writing a term paper – due in the following week (min. 8 hours)
- Practicing guitar for 4 hours
- Going out with friends (you decide for how long)
- Having dinner with family (3 hours)
- Working part-time (e.g. in a restaurant) (6 hours)
- Planning the following week (2 hours)
- Doing housework (cleaning, washing, cooking, ...) and shopping (you decide how much time you need)
- Recreation (you can determine the duration)

Compare your weekly schedule with that of another student.

Template for weekly schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
07:00							
08:00							
09:00							
10:00							
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							
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20:00							
21:00							
22:00							