

How to Timetable

**To get the most out of your week
and find a work/study/life balance**



UNIVERSITY OF
LIMERICK
OLLSCOIL LUIMNIGH

Peer-Supported
Learning Centre

Step 1.

- **Set up your timetable/calendar**
- **8 am to 8 pm**
- **Monday to Saturday**

Use your phone calendar, Google Calendar, apps like My Study Life, make one on Word or write one out!



Step 2.

- **Block out any unmoveable events such as lectures, work, activities etc.**



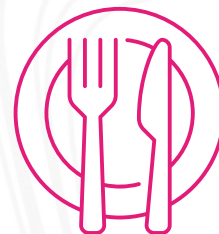
Step 3.

- **Next, block out free time for activities such as grocery shopping, laundry, cleaning**
- ***They are important to schedule as they are often used as an excuse to procrastinate***



Step 4.

- **Breaks are important!**
- **Downtime between lectures and study breaks**
- **Schedule time for food at lunchtime etc.**



Step 5.

- **Factor in travel time**
- **Give yourself a bit of leeway to account for traffic and delays in public transport**











Step 6.







- **Finally, divide the remaining time between all your modules equally for study and working on assignments**

Step 6. cont.

- **Prioritise as the semester goes on and allocate more/less time to certain modules as needed**
- **Convert these timeslots to exam prep at the end of the semester**

Your timetable could look something like this –

8 AM	 Travel Time
	 Breakfast
	 Go to class
9 AM	 Lecture
10 AM	
11 AM	 Study for module 1
12 PM	 Lunch
	 Go to class
1 PM	 Tutorial

2 PM	Lab
3 PM	Meet with friends
	Snack
4 PM	 Travel time
	 Gym
5 PM	
6 PM	 Travel time
	 Dinner
	 Travel time
7 PM	 Study for module 2
8 PM	

Important things to note

*** Be realistic with your time, make sure you allocate enough time for college work but at the same time don't overload yourself**

*** Review your timetable weekly, things come up such as appointments so review and make up for the lost time elsewhere**