

# Managing your schedule

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# Step 1:

- Sketch in your class schedule
- Reserve T/Th 11 – 11:50

Hourly Time Management Worksheet

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							

# Step 2:

- Teaching (prep time, grading, etc) and 5 hours of office hours
- Scholarship (where is your scholarship time going to be...everyone needs to show progress on this)
- Service (beyond the 11-11:50 meeting hour) - this shouldn't be much in your first semester/year...but will grow

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10:00							
11:00							

# Schedule Considerations

- Patterns
- Blocks
- Best Work
- Locations
- Groups
- Life

## Step 3: Considerations

- Patterns: Can you identify patterns in your class prep and grading? (e.g. always have a Wednesday assignment that has to be returned on Friday? Need to prep or clean up from studio/lab at a particular day/time?)
- Blocks: Are there blocks where you can focus on a specific area?
- Best Work: When do you do your best work? (e.g. need to have 30 minutes alone before class set aside, need a 3 hr block of personal studio time, 1 hr each day for monitoring a project, morning, afternoon, evening...)
- Locations: If you are moving around campus for classes, how can you take advantage (or minimize) being in different spaces? (e.g. hold office hours between classes)
- Groups: Consider timings of collaborative meetings. (e.g. are you part of a group that meets regularly, when and how can that be included. For example, multi institution collaborative meetings are usually on Friday or Wednesday afternoons)
- Life: Personal life logistics (e.g. need to leave early for a civics group meeting on Tuesday nights or need to pick up kids M/W/F)

# Fall Considerations:

- Drop/add - students can drop/add through Tuesday Sept 5<sup>th</sup>
  - Don't finalize attendance rosters, groups, etc until after this date. Students can show up in your class for the first time on September 6<sup>th</sup> or 7<sup>th</sup> after adding.
- Attendance Verification -Sept 6-12<sup>th</sup>
- Early Alert (Sept 19 – 28<sup>th</sup>)
- Midterm survey (Oct 24 – Nov 2)
- Fall advising starts Oct 16<sup>th</sup>

# Tracking your progress

- Changing office hours mid semester is difficult, but possible...
- Brief reflection journal / noting of how your schedule worked
- Tips for tracking 'informal' teaching/service
- Use tutoring services as much as possible

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