

DAILY ACTIVITY SCHEDULE – University of Victoria

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:30-7:30							
7:30-8:30							
8:30-9:00	A	H	H	A	H		
9:00-9:30							
9:30-10:00		I	I		I		
10:00-10:30	B			B			
10:30-11:00		J	J		J		
11:00-11:30							
11:30-12:00	C	K	K	C	K		
12:00-12:30							
12:30-1:00		L	L		L		
1:00-1:30	D			D			
1:30-2:00		M	M		M		
2:00-2:30							
2:30-3:00	E	N	E	E	N		
3:00-3:30							
3:30-4:00			F				
4:00-4:30	F			F	Z		
4:30-5:00	G	O	G	O			
5:00-5:30							
5:30-6:00							
6:00-6:30							
6:30-7:30	V	W	X	Y			
7:30-8:30							
8:30-9:30							
9:30-10:30							
10:30-11:30							
11:30-12:30							
12:30-1:30							

Daily Activity Schedule

When Should I Study?

1. Once your class schedule is finalized, fill in the Daily Activity Schedule with your class and lab times, noting the course names (e.g. English 125, Biology 150 Lab, etc.).
2. Next fill in time for daily routines:
 - ✓ Meals and preparation
 - ✓ Sleep! (aim for 9 hours and a consistent wake-up time.)
 - ✓ Travel times
 - ✓ Shower: getting ready

Don't fill in study time yet!

3. Then fill in other activities that you do on a regular basis at a consistent time:

✓ Work	✓ Laundry
✓ Exercise	✓ Clubs
✓ Favorite TV Program	✓ Services
✓ Entertainment	✓ etc.
4. At this point you should have a weekly schedule that shows your regular activities and commitments. The “free” blocks are available for studying and incidental activities. This is your template.
5. Photocopy your template and use it to schedule your study time **day by day**. Plan on spending at least one hour of studying for each hour spent in class or labs. Most students require more time!
6. Don't schedule study time too far in advance. That typically doesn't work. Each day consult your Term Calendar and schedule time to do what needs doing!