



Academic Success Plan

Setting a Schedule

Using the schedule on the next page, follow the instructions below to set up your own personal schedule.

- *First*, write your courses into the correct time slots, and highlight them in **yellow**.
- *Next*, you want to capture work commitments. Write down any of your practice times, off-campus employment, work-study, or internship hours on your schedule. Finally, write down whether you are on or off campus, and the times it takes to get from your home, job, etc. to campus. Highlight these portions of your schedule in **blue**.
- *Then*, record the times you allot to relax, sleep, play video games, watch Netflix, spend time with friends, participate in any leisure activities, etc., and highlight these times in **green** (or first highlight in yellow, then highlight over the yellow in blue if you do not have a green highlighter).

At this point, you should review your schedule to get a tangible idea of how you spend your time. This will help in determining the last portion of your schedule using the bullet point below.

- Next, write down the time you spend completing homework and/or studying each day. If you currently do not have time set aside for homework and/or studying, find at least one hour per day on your schedule and reserve this time for homework and study. Highlight these sections in **pink**. One of the ways you can help yourself to become successful as a student is to have homework and studying become a habit. Setting aside a specific time each day and using it for homework and/or studying can be a tangible step you can take in helping yourself develop this as a habit.

Take a moment to see how you spend your day. Does it sit well with you? Is something missing? Evaluate whether or not you need to make changes and then tangibly do so on the schedule in a way that will be helpful and healthful. Lastly, look to see if you have left any space on your schedule for self-care. This could include time for prayer, exercising, a hobby, etc. If not, find time to attend to this activity at least three times during the week.

*****Bluefield University would also like to partner with you in establishing this habit. If you come to the ACE, they will be happy to make color copies of your schedule so you can mark whether or not you're keeping commitments each week. This schedule can be an important part of your progress as it allows you to hold yourself accountable. If you would like, you can also come to the ACE to get Academic Coaching or matched with a tutor in subjects with which you would like some additional assistance.***

Academic Success Plan



My Schedule

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

5 AM							
6 AM							
7 AM							
8 AM							
9 AM							
10 AM							
11 AM							
Noon							
1 PM							
2 PM							
3 PM							
4 PM							
5 PM							
6 PM							
7 PM							
8 PM							
9 PM							
10 PM							
11 PM							
Midnight							
1 AM							
2 AM							
3 AM							
4 AM							