

A photograph of a clean, white desk setup. In the background, a white adjustable desk lamp with a gold-colored base and a white shade is positioned. To the left, a small potted plant sits on the desk. In the foreground, a silver laptop is open, displaying a dark screen with large white letters. Next to the laptop is a white mug. Several books are stacked on the desk, including one titled 'COLLECTIVE'. A pair of tortoiseshell glasses lies in the foreground. A coiled cable is visible near the lamp. The overall aesthetic is minimalist and modern.

# STUDY SCHEDULE CHECKLIST

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## STUDY SCHEDULE CHECKLIST

Below you'll find the 17-step planning process from my workshop, How To Create A Balanced Study Schedule.

This process will allow you to create a study schedule that gives you the time and space you need to enjoy college life, without sacrificing your grades (or Netflix).

It can be challenging to carve out time for everything you want to do. And it is easy to get overwhelmed.

For this reason, it's important that my 17-step planning process is completed in the order I have presented it, even though it is counter-intuitive to plan study around your life (not your life around study).

This process is tedious but totally worth it. Expect it to be challenging and do not allow yourself to give up when you get stuck.

You have all the wisdom you need to plan your perfect semester. Be willing to create an imperfect plan and change it as you go. Life will never be certain anyway.

You might like to print this checklist so you can tick off each step as you complete it. I've also included a note-taking section to help you record your favourite planning tips from the workshop.

And if you struggle to follow through with your plan, I can teach you how to do that.

[Click here to find out more about my online course Your Perfect Semester.](#)

Enjoy,  
Sam xx

## HOW TO CREATE A BALANCED STUDY SCHEDULE

Here's how to create a balanced study schedule:

- Step 1. Open iCal or Google Calendar
- Step 2. Schedule your work commitments
- Step 3. Schedule the classes you will attend
- Step 4. Schedule your extracurricular activities
- Step 5. Schedule commitments with family + friends
- Step 6. Schedule when you will wake up + go to sleep
- Step 7. Schedule your workouts
- Step 8. Schedule time to get ready for the day
- Step 9. Schedule travel time
- Step 10. Schedule free time
- Step 11. Schedule your meals
- Step 12. Create a clear to-do list for your study
- Step 13. Remove inessential items from your to-do list
- Step 14. Create a time allowance for each task
- Step 15. Schedule your to-do list into your calendar
- Step 16. Ensure your study schedule is workable
- Step 17. Follow your plan

**NOTES FROM THE WORKSHOP**