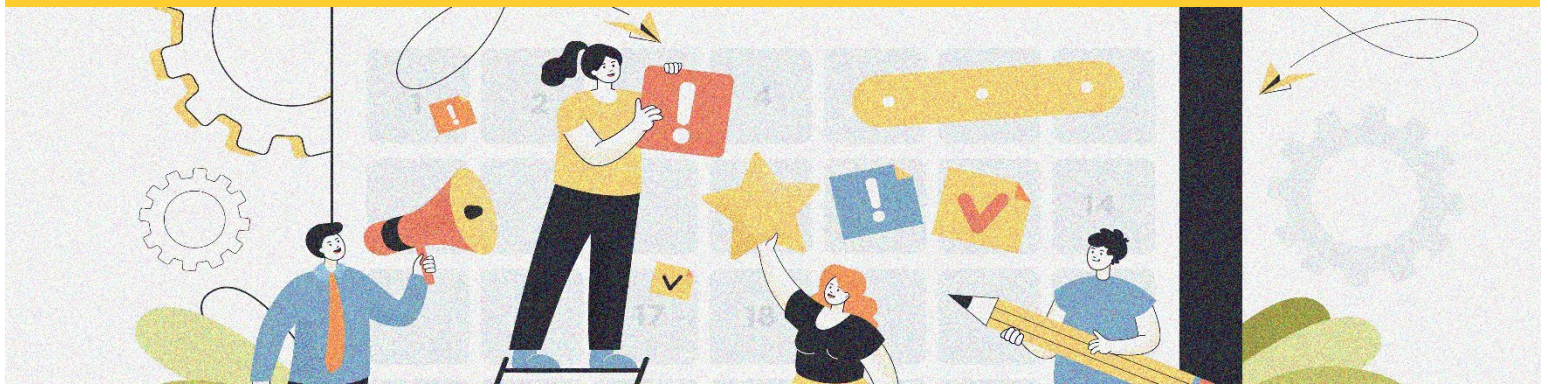


Create a Schedule



What is it and why do I care?

The first thing you need to learn in nursing school is *how to manage nursing school*. The process is unique to you and starts with a solid schedule. Managing your time is an essential skill for nursing students and even more important for practicing nurses.

How do I use it?

Create a Priority List

This is not a list of tasks. It's a list of things that are important to you at this point in your life. The list might include nursing school, your partner, spirituality, art, and health. If you've never thought about these things, this step can be hard.

What Do You REALLY Do?

Now it's time to figure out where you really spend your time. Do this by taking one week to track EVERYTHING you do. Take it down to the fine detail: get coffee, drive to class, text with friends, prepare/buy a meal, eat your meal, binge Netflix, have dinner with family/friend, etc. Be diligent; you might be surprised at where your time goes.

Compare the Two and Decide What to Schedule

Compare what you actually did with your priority list. If your day-to-day tasks don't support your priorities either plan to quit doing those things or add to your priority list.

Make Your Schedule

Once you've settled on the activities that support your priorities, divide them into three categories: Must Do, Really Want, and Nice to Do. Schedule time for all the Must Dos and Really Wants. The Nice to Dos will fall into any open time.

Tips for Following Your Schedule

- **Review Weekly** – commit to reviewing at least weekly to help you stay on track; change things up if it's not working
- **Check Things Off** – checking things off is a mini-reward, be sure to collect your dopamine hits; consider a bigger reward for a successful week (gold stars and smiley stickers can be amazingly motivational)
- **Keep it Handy** – a schedule doesn't help if you don't know what's on it or you don't look at it
- **Be Flexible** – when life interrupts your plans, don't write them off; if you can't study for the hour you planned, make the most of the 30 minutes you have left
- **Manage Distractions** – set yourself up for success by actively avoiding the things you KNOW distract you; if you can't avoid them, plan them into your day
- **Energize** – note when you have the most energy and capitalize on it by scheduling challenging tasks when you have the most mental energy
- **Don't Over-Commit** – recognize what you can accomplish in a day; ask your friends and family to support you by understanding when you can't stay for an entire event or you can't accept all of their invitations
- **Be Realistic** – schedule in the time it takes to travel between locations or transition between tasks; don't forget to schedule regular breaks as you study

Video Resources

<https://youtu.be/iONDebHX9qk> (excellent general tips)

<https://youtu.be/ALfG9w79hiM> (college-student specific tips)