



ACTIVITY PLANNER

Is there sufficient time to do everything you want to do? Every college student has limited amounts of spare time, so effective planning and time management are critical. When you realize that your extracurricular activities are an important part of your college experience and career development, it becomes necessary to think about your schedule regarding such things as campus involvement, community projects, part-time jobs, and internships.

To be successful in devising a workable schedule, let's first consider the defined blocks of time for various curricular, co-curricular, and extracurricular activities. Over the four-year period of time that the typical college student has available to him/her, there are opportunities to get involved in a variety of activities that can enhance one's professional development. With smart planning, and a good understanding of one's discretionary time, a realistic schedule of valuable career-related activities could be easily devised.

This "activity planner" could serve as a template for college students seeking to make the best use of their allotted time during each academic term or seasonal period. By using this planning grid as an outline, students can make wise choices and designate specific activities for each block of time.

On average, college students have 20 defined blocks of time from the beginning of their Freshman year to the end of their Senior year. Not all blocks of time are equal in length or busy-ness, nor in their potential for accommodating outside activities. Some blocks will provide more free time than others. Some blocks will provide only a short-term temporary opportunity. But, a careful analysis of what is feasible for each time period should result in a schedule that makes sense for your unique situation.

YEAR 1

TIME BLOCK	DATES FM/TO	CLASS TIME	AVAILABLE TIME	DESIGNATED ACTIVITY
FALL SEMESTER				
WINTER BREAK				
SPRING SEMESTER				
SPRING BREAK				
SUMMER TERM				

YEAR 2

TIME BLOCK	DATES FM/TO	CLASS TIME	AVAILABLE TIME	DESIGNATED ACTIVITY
FALL SEMESTER				
WINTER BREAK				
SPRING SEMESTER				
SPRING BREAK				
SUMMER TERM				

YEAR 3

TIME BLOCK	DATES FM/TO	CLASS TIME	AVAILABLE TIME	DESIGNATED ACTIVITY
FALL SEMESTER				
WINTER BREAK				
SPRING SEMESTER				
SPRING BREAK				
SUMMER TERM				

YEAR 4

TIME BLOCK	DATES FM/TO	CLASS TIME	AVAILABLE TIME	DESIGNATED ACTIVITY
FALL SEMESTER				
WINTER BREAK				
SPRING SEMESTER				
SPRING BREAK				
SUMMER TERM				

--Dates: Identify the first and last date of your specific time block (semester, term, break).

--Class Time: Identify time in class. On average, you might spend 15 hours per week in class.

--Available Time: Identify spare time. On average, you might have 15-20 hours per week of available time.

--Designated Activity:

Job Shadowing	Research Project	Study Away
Mentoring Meetings	Student Club/Organization	International Travel
Volunteer Community Service	Part Time Employment	Fulltime Seasonal Employment
Campus Activity/Project	Part Time Internship	Fulltime Internship
Graduate School Visits	Leisure/Vacation/Recreation	Interviews/Exploratory Tasks

After you have factored in your class time, you may have enough spare time for a 15 hour per week part time job or volunteer community service project. Some blocks might provide no more than 5-10 hours per week for simple job shadowing or mentoring activity. During other blocks you might have enough available time for a 25 hour per week internship. Some blocks might even accommodate a fulltime internship. Consider your available time. And consider your options.

Fall and spring semesters are typically heavy with coursework. These blocks might be best suited for volunteer work, mentoring, or shadowing. During these blocks it might be more feasible to engage in campus activities or short-term projects.

Spring break is usually too short for anything more than leisure or recreational activity or a very brief project. Winter break might easily provide enough available time for a temporary seasonal job or career-building opportunity.

Summer break tends to be the largest block of time during which academic activity is light or non-existent. These blocks of time are prime periods for a full-scale internship or fulltime job opportunity.

If you are a student athlete, some blocks of time are fully dedicated to your sport. Once you have blocked off your athletic activity, you can then identify off-season blocks of time for career-related activities.