

# UPSC Preparation for Working Professionals

It is quite challenging to take out time to study UPSC's vast syllabus while working in any organization. Aspiring examinees face difficulties in managing their health by working 9-hours straight. Candidates should look at the best study timetable for working professionals, as time is critical and should be utilized nicely.

Candidates can start their UPSC preparation while working but are required to spare 14 months for the civil services exam. They should know the strategic timetable for UPSC preparation 2023 for working professionals as they have less time and need to cover the same syllabus as other candidates who dedicate most of their time to preparing.

## Time Table for UPSC Preparation 2023 For Working Professionals

Before discussing the most suitable timetable, students should realize that protecting the body and mind is obligatory. Candidates must obey a balanced diet and a proper sleep regime. Listed is the realistic UPSC study time table for working professionals that one can follow.

Time Frame	UPSC Study Time Table for Working Professionals
6 AM	Wake up and perform 15 minutes of meditation.
6:15 AM - 7:15 AM	Candidates must revise important topics they have learned one by one.
7:30 AM	Get yourself ready for the office.
8 AM or 8:30 AM	During your travelling time, carry a newspaper and comprehensively read it. In case you are driving, listen to Lok Sabha and Rajya Sabha AIR News & TV.
9:30 AM - 10:30 AM	Working official can read newspapers and editorials in their office whenever free and make crucial notes. The fixed portion of the IAS syllabus can be connected with it.
6 PM - 7 PM	While travelling home from the office, listen to good soothing music and relax.
7 PM - 8 PM	Candidates can get fresh and see daily news if they reach home early.

8 PM - 9 PM	Have dinner
9 PM to 10 PM	Study and revise optional subjects from NCERT sources and books.
10 PM- 11 PM	Cover Ethics, Integrity, and Aptitude (Begin to solve case studies by picking last year papers)

## UPSC Preparation for Working Professionals

Given is a suitable UPSC strategy for working professionals. Students can follow this timetable to cover every topic of the UPSC syllabus.

- Candidates can spend 5 hours daily for UPSC meticulous preparation (24 – 19 hours = 5 hours).
- A total of 19 hours are not fit for preparation (It can be calculated as 9 hours of office, 1 hour of travelling time, 1 hour for eating and washing, and 8 hours of sleep).

Time	Time Table for UPSC Preparation 2023 for working Professionals
Before Work	Study General Studies for a minimum of 2 hours daily.
During Working hours	Brush up on Newspaper Analysis and Current Affairs during lunch or any other breaks from work, and target to dedicate 45 minutes for both.
After Work	Commit a minimum of 2 hours to the optional subject of preference.
Revision	Revise all the prepared UPSC topics after dinner for 20 minutes daily.

## UPSC Timetable for Working Professionals (Day-Wise)

For the upcoming UPSC 2023, office workers can get around 30 hours (5 hours a day X 6 days) per week for studying. The most valuable UPSC preparation strategy for working professionals includes the following.

- Depending on the capacity and grasping power, they can dedicate 10-12 hours more during weekends or particularly on Sundays.
- The approximate number of hours one will be able to study would be 40-42 hours a week.
- Heeding a detailed timetable for UPSC preparation for working professionals is valid if they wish to crack the exam in half the time taken (1 year).
- Studying rigorously and making the best UPSC study plan can help candidates to clear the exam in 6-7 months.

Day	Subjects to Cover
Monday and Tuesday	Geography and Current affairs
Wednesday and Thursday	Polity and Current affairs
Friday and Saturday	History and Current Affairs
Sunday	2 hours - Sociology and NCERT 5 hours - Revise all 4 subjects along with current affairs notes.

## UPSC 2023 1-Year Study Plan for Working Professional

The time table for UPSC preparation 2023 for working professionals is the same as that of other candidates. It is because even those examinees who have extra time study for a minimum of 4 hours every day or a maximum of 5.

- Office workers can also plan and study for 7 plentiful hours during Sunday, if not 10, in case the exam is far away.
- More time in hand will always be beneficial, and it should keep the pace of preparation as it will be advantageous during the revision of the whole syllabus.

### General Time Table for UPSC Preparation 2023

Working individuals should wisely divide 4 or 5 hours of their study time into shifts. The crucial parts of the syllabus must be assigned to each shift.

- Since managing work and study can be a bit exhausting, aspirants can study early in the morning and relax later in the day instead of studying for 5 long hours.
- Candidates must prepare a timetable to cover the syllabus of both Prelims and Mains, as the gap between the two is just 120 days.

### UPSC Preparation with Job - First Shift

UPSC preparation with job involves the first shift, where candidates must invest 2 hours. They are required to concentrate on recommended standard and NCERT textbooks.

- Books should be studied one by one.
- Studying two books simultaneously can create confusion, so applicants are advised to be consistent and complete one book before starting to read another.

The important books one should consider are mainly NCERT-based. These include;

- **For Prelims** - NCERT books till class X.
- **For Mains** - Class XI & XII NCERT books.

### UPSC Preparation with Job- Second Shift

In the second shift, candidates should spend 2 hours. This shift concentrates more on Mains and covers some sections of the Prelims syllabus.

- It involves reading and making notes from newspapers (E.g. The Indian Express or The Hindu).
- Candidates can make newspaper notes on Current Affairs topics which are useful for both Prelims and Mains.
- It helps in gaining knowledge of the economic and political condition of India.

- Newspapers provide practical understanding to the aspirants that aids them to solve the direct along with reasoning questions of Mains and the CSATs.
- After reading the newspaper, students can also commence with other portions of the UPSC syllabus.

### UPSC Plan for Working Professionals - Third Shift

Aspiring candidates need to spend 1 hour of preparation under the third shift and concentrate on studying the UPSC optional subjects they selected for the exam.

- Working professionals can take some time during their lunch or office breaks or take 15 minutes from 1 and 2 shifts each.
- It is important to devote a minimum of 45 minutes to optional subjects.

### Sunday Shift for UPSC Preparation 2023 for Working Professionals

Under the time table for UPSC preparation 2023 for working professionals, this shift is essential to learn and revise everything that has been studied.

- It requires a minimum of 10-12 hours in case a few weeks are left before the exam.
- For revision, 6-7 hours are enough if students only have 14 months of study time.
- A minimum of 2 hours should be spent on revision and 5 hours for General Studies preparations.
- This shift must be utilized well, and writing answers should be prioritized as it focuses more on preparing Mains questions, which are analytical, unlike Prelims, which ask direct questions.

### UPSC Mains Preparation Strategy

For aspirants who have started their preparation late, they can invest the mentioned time for the particular UPSC Mains subjects. This preparation strategy will help them save time and use it wisely in other sections.

Time	UPSC Subjects to Focus on
2 months	World History, Geography, and Ethics
30 days	IR, Disaster Management, and Society
15 days	Education, Health, and Society.
15 days	Science Technology and Security

### Time Table for UPSC Preparation 2023 For Working Professionals - Important Points

It is vital to understand the approach to clear UPSC for working professionals. Below are some of the important points one must analyze and follow while beginning their study for the exam.

- Candidates should adequately utilize the morning time and practice writing answers during that period.

- The afternoon period must be used for solving mock tests of IAS.
- Aspirants should focus on learning General Studies 2-3 months before the arrival of the Prelims examination.
- Weekends should have a different schedule because aspirants can utilize their weekends more to study, as preparing for UPSC and working prolonged hours on weekdays becomes tough.
- Individuals should revise everything learned the previous week during the early morning hours of the weekends.
- After appearing for the Prelims, candidates must take study leave from their office work to concentrate more on the next round, i.e., the Mains exam.
- UPSC aspirants need to devote their time to practicing the MCQs of UPSC as the pattern is anticipated to change each year.
- The UPSC Mains exam requires stringent learning and dedication.
- The second round requires sufficient knowledge and practice, and aspirants are urged to join a high-quality Test series.
- After giving the Mains exam, candidates should focus on their office work and update themselves on the Current Affairs topics for the final Interview round.
- Along with work and fully engaged UPSC preparation, students should sleep for 7-8 hours to remain calm and relaxed during the exam.

