Planner Level: Ninja

With Jullien Gordon's "Guide to Graduation"

Get Prepared

- Complete the **Weekly Time Grid** by entering your classes
- Now enter standing obligations like clubs, work, practice, etc.
- Identify and note periods for studying and completing homework
  - Count on 2 hours outside of class for every 1 hour inside
  - E.g., taking 12 credit hours means 24 hours of study!
- Gather your course syllabi

All work and no play...

- Identify large chunks of time, if possible, to call "free time"
- For example, you're free all day Saturday until 5pm; block that time off for you to spend as you choose when Saturday arrives
- Don't have to plan every minute, but you do need to know when you can go off the grid
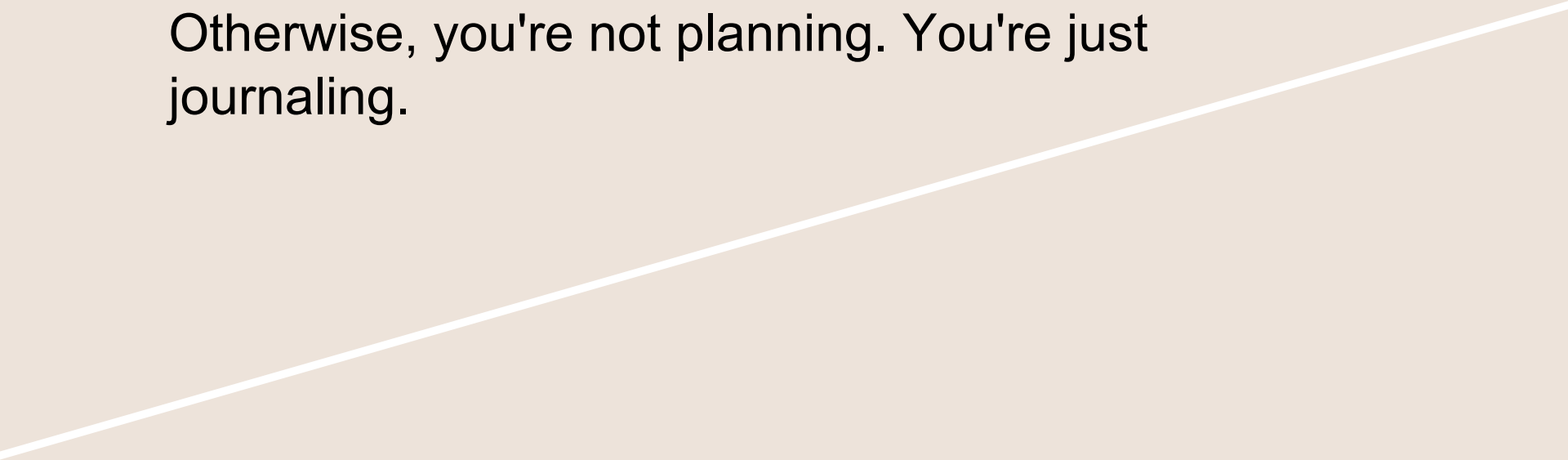
Start with syllabi

- First course: find the schedule and enter anticipated due dates and exam dates in the **Semester Overview**
- Repeat with the rest of your courses
- Now transfer these into the appropriate weekly planning pages
  - E.g., Math test on Thursday of week 4? Enter Math test as one of your **Top Priorities** for that week

"Oh Crap" Gap

- Give yourself at least 48 hours notice by back-dating your due dates and exam dates by 2 days in your planner
- Contingency plan for illness, accidents, emergencies

You must be at least one week ahead

Otherwise, you're not planning. You're just journaling.

Plan Forward

- Looking at your weekly grid, what's coming up in the week ahead?
- Enter those items in **This week's homework & things to study**
- Prioritize! Usually by due date

Study Log

- Why are we entering the same information?
  - Break up into smaller tasks
  - Estimate time needed to complete each task
  - Helps with prioritizing

Fill Up Study Times

- Using your prioritized list of tasks, start filling up your identified study periods in your weekly schedule
- Know what you'll be working on for each time you plan to be in Eagle Study Tables
- Don't forget the "oh crap!" gap
- Evaluate your progress mid-week
  - Are you budgeting enough time?
  - Are you using all the time you budgeted?