



Creating a Schedule

Semester Calendar

- **Write important dates for the semester**, including drop and add deadlines, next semester class registration date, final exams, and vacation days.
- **Add major assignment and test dates** from your syllabi.
- **Record your planned activities** such as work days, club/organization meetings, and athletic or social events.
- **Add other events** that you will need to plan ahead for.

Weekly Calendar

- **Mark in class and work schedules**, and add any additional activities in which you will be involved in during the week.
- **Create a weekly task list for your school work**, including completing assignments, working on projects, and studying for tests.
- **Try to estimate how much you can accomplish each day**. You won't always be able to do everything you planned due to everyday distractions, but try to follow the plan as best as you can.

Daily Calendar

- **List tasks that need to be completed** from your weekly task list.
- **Prioritize tasks with letters or numbers**. Complete the tasks of highest priority first.
- **Enter the tasks that still need to be accomplished** from the previous day.