

# Tips for Planning Ahead

## CREATE A CALENDAR

By maintaining an external calendar, it frees up some of the “mental bandwidth” needed to focus more on your actual learning.

## SCHEDULE THE FIXED EVENTS

Once you have selected your calendar platform, schedule in all of your appointments or responsibilities occurring at specific times (i.e.: classes, work shifts, athletic practices).

## FIND YOUR BEST TIME FOR EACH ACTIVITY OR TASK

Determine the best time for each activity, including several times throughout the week for your academic “time-on-task” instead of one or two large chunks.

## REVIEW THE COURSE SYLLABI

At the start of the semester, each professor will provide you with a syllabus. Document all of the course meeting times, exam dates, and assignment due dates in your calendar.

