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.