Creating a Plan for your Quarter

Create a plan for your quarter by completing the following steps using any kind of calendar that shows the dates for the next three months. This could be anything from a date book to a computer program to the attached paper calendar. The only stipulation is that you should be able to see whole month of due dates at a glance.

Step 1 After the second day of the quarter, set aside one hour to work on your quarter plan.
Step 2 Go through each of your syllabi and write the due dates for all major assignments (exams, projects, papers) on your calendar.
Step 3 Write in important personal commitments, holiday, etc. that will take place during the quarter.

Stop and look over your quarterly plan at this point. What weeks in the quarter look like they will be more demanding?

Step 4 Write in all reading assignments and smaller assignments.
Step 5 For each of your exams, plan to begin studying five days before the exam.
Step 6 For each of your larger papers and projects, consider how you can break them into smaller parts (i.e. for a paper--research, brainstorm outline, write draft, edit) and assign due dates to each of these smaller parts in advance of the final DUE DATE.

Again, stop and look at your quarterly plan.

If you find that your tasks and assignments are very heavy on certain weeks and very light on others, consider how you could begin working on some tasks during the lighter weeks so that the heavier weeks are not as demanding.

Keep this quarterly plan somewhere where you can refer to it often (i.e. on your desk, bulletin board).