

Creating a Quarterly Calendar

time management

Do you ever forget deadlines or find yourself scrambling to study for an exam? A **Quarterly Calendar** can help you get a handle on all of the tasks and deadlines for an entire quarter. All it takes is an hour during the first week of classes.

QUARTERLY CALENDAR

GOAL: To see an entire month or quarter of due dates at once.

1. Review each syllabus and enter all due dates for major exams, papers, and projects onto the calendar.
2. Enter all personal commitments and holidays.
3. Write in all reading assignments and smaller assignments. Now review your quarter. Which weeks look like they will be the most demanding? Are there weeks with multiple papers or exams?
4. Break each large task into smaller pieces and give yourself “mini” deadlines.
 - ✓ For each exam, make a note five days earlier to begin studying.
 - ✓ For each paper or project, work backwards from the due date to determine when your second draft, rough draft, outline, and research should be “due.”

Now : You have a rough outline of your tasks for the quarter. If you create a thorough quarterly calendar, you’ll know in advance which weeks will be heavy with work and which weeks you have extra free time—or time to get an early start on some projects.

KEY TO SUCCESS: Keep this Quarterly Calendar where you can refer to it often!

Every good time management system includes three components: 1) a **quarterly calendar** with all major and minor deadlines, 2) a **weekly schedule** of activities and study time, and 3) a weekly or daily **task list** to manage tasks.

The three components work together to help you manage deadlines, time, and tasks. Your Quarterly Calendar will keep your deadlines in view—and you’ll be more prepared for papers and exams.

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
FINALS						