TIP #4: WRITE IT DOWN
Use a dayplanner or wall calendar. Plan time for coursework. Plan ahead for assignments and exam periods.

THINGS TO CONSIDER:
• Plan your day, week and term
• Make regular use of day planners, weekly calendars, and term calendars

ACTIVITY:
As it is so important to take a look ahead to all of your important deadlines in your coming academic term, take time now or when classes begin to complete the following activity. Attached you will find a term calendar for this fall. Go through each of your course syllabi once you have them and track important dates for each course on the term calendar. When complete, this will provide you with an overall look at your term and will allow you to plan accordingly. Keep your term calendar accessible and check it often so important dates don’t sneak up on you.