

# CREATING A MONTHLY SCHEDULE

Creating a schedule is the best way to stay on top of assignments, papers, presentations, and exams. Planning your month out in advance can help prevent any surprises or times when you forget about the things you have to get done.

- Start by choosing a calendar. There are lots of fun designs you can choose from, or, you can use the one created by Tutor Iowa on the next page!
- Start by looking at each of your syllabi and **highlighting all the due dates for papers, presentations, projects, and exams.**
- It's best to plan this out at the beginning of the semester, once you have access to your syllabi. Then each month, there won't be any surprises and you will know what you have to do each week!
- Personalize your calendar. Put personal/ fun events on your calendar. Your calendar doesn't have to be all academic focused. Put birthdays, doctor appointments, meetings, fun events around campus, and other important reminders on your calendar!

## October 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Northwestern Football Game
2	3	4	5 Rhetoric Presentation	6	7	8 Football @ Minnesota
9	10	11 Gen Chem. Exam 1	12	13 Psych Exam 1	14	15 Football @ Indiana
16 Roommate's Birthday	17	18 Western Civ. Paper #2 Due	19	20	21	22 Wisconsin Football Game
23	24 Student Org. Meeting	25	26	27	28 Dr. Appt. @10am	29
30	31					

Month .....		Year .....				
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

