

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!
- Allow for flexibility in monthly planning- your schedule will likely change over this period!
- **Activity:** On the following page, make your own monthly schedule template!

October 2016

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

Month		Year				
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

