

# Creating A Schedule

## Why is it important?

- You won't forget important deadlines or events
- You'll be able to stay on top of assignments
- It helps you have an effective semester!

## How do I create one?

There are so many platforms to choose from!

- Outlook/Google Calendar
- Paper planner
- iPad app calendars
- ICON Calendar



## Pro Tip!

Make a start of the semester to-do list item to figure out what will work for you!

## Important for Monthly Calendar

- Write down when your big projects are due
- Make note of important personal events
- Write down reoccurring assignments
- Anything else you think would be helpful!

## Helps you plan!

- You'll be able to plan to start working on it weeks before so it doesn't creep up on you!
- There's nothing worse than a personal event clashing with a big deadline! You'll be able to plan ahead

## Weekly Planning

### What to include:

- |                                 |                |
|---------------------------------|----------------|
| • Class times                   | • Assignments  |
| • Time with friends/family      | • Study times  |
| • Student organization meetings | • Eating times |
| • Work schedule                 |                |

### Creating a weekly routine will help you!

- Establish your ideal routine
- help with your time management
- Give you peace of mind that you're not forgetting anything!

**This can take as little as 15 minutes a week!**