



QUARTER-AT-A-GLANCE

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
Finals							

**What to put on Quarter-at-a-Glance:**

Only include MAJOR Assignments and Tests.

Block out days that you know that you will not be available. For example, if you are going home for your mom's birthday.

Time Management Tips:

- Write Everything Down!
- Use Quarter-at-a-Glance for Big Stuff from your syllabi for all of your classes.
- Take 30 minutes a day or week at a time to decide which assignments to do when. This way you don't take up the first 20 minutes deciding what to work on.
- Use a Daily Planner
 - Organize your time arounds classes, meals, sleep, and essential activities.
 - Use big time blocks to study intensive subjects.
 - Use small time bits to review between classes, edit your notes, or just crack a book.
 - Schedule fun!
 - Plan where you are going to study and what you are going to study that day.
- Give yourself some structure, but the freedom to adapt your schedule.
- Do not multi-task. Do one thing at a time well.
- How much time does an assignment or studying really take? Are you being realistic? Did you build in short breaks?