TIME MANAGEMENT + ORGANIZATIONAL TIPS & TRICKS

CALENDARING

WHY?

Calendaring helps students break down their busy schedules by allowing them to visualize their daily, weekly, and even monthly tasks. Calendaring helps students ensure that they are getting enough sleep and prioritizing self-care, both of which are proven to improve students' academic performance.

HOW?

- Utilize university-sponsored platforms, such as **Microsoft Outlook,** to create a cumulative calendar.
- **Break your daily commitments and activities into hour and half-hour chunks.**
- Consider color-coding each of these aspects to make them more easily identifiable at a quick glance.

WHAT DO I INCLUDE?

- Make sure to schedule **classes, sleeping, meals work, and important deadlines** into your calendar.
- **Pro-tip:** Input all important due dates and deadlines **at the beginning of the semester when you receive your syllabi.** Even if these deadlines change, you will have an idea of approximately when you will be your busiest throughout the semester.

JANUARY 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1 New Year's Day
2	3	4	5	6	7	8
9	10 1st Day of Classes	11	12	13 Thinking Through Literature: Initial Self Asses. Due	14 Last Day to Drop or Add Classes	15
16	17 M L King Day (No Classes)	18	19	20 Thinking Through Literature: Mid Week Assignment #1 Due	21 Intro to Philosophy: Reading Study Questions 1 Due	22
23 Birthday	24	25	26	27 Thinking Through Literature: Mid Week Assignment #2 Due by 12:00 P.M	28 Intro to Philosophy: Reading Study Questions 2 Due	29

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Buckley Center 163
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Co-Pilot Materials
Created by: Julianna Pedone
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