

SEMESTER ASSIGNMENT CALENDAR

The Assignment Calendar is a tool for keeping track of assignment due dates and exam dates for an entire semester. Rather than consult the syllabi and calendars for each course you are taking, you can consolidate all of the information in one place. Why do this?

- You will be able to set priorities according to due dates and relative importance of assignments or exams.
- You will know which weeks during the semester might require more (or less!) study time than average.
- Based on this knowledge, you can plan ahead and keep up with all of your coursework.
- You can even plan to get – and stay – one day ahead on your work. Staying at least one day ahead means you are prepared for class and getting the most out of lectures. Staying ahead can reduce stress considerably, give you more control over your time, and help you through those weeks when you have a lot to do.

Creating the calendar

Collect the syllabi for all of your courses this term to locate all homework assignments and exams. Homework assignments include course reading and any work that must be turned in either online or in hard copy. Record each assignment on the appropriate day in a monthly calendar (the kind with boxes for each day of an entire month). It is helpful to note the course number (i.e., THE2000) and/or to use color coding to identify the course the assignment is for. You can use a commercial calendar and write due dates in by hand, you can create a calendar on your computer and enter due dates electronically right into the calendar, or you can use the calendar templates on the ace.fsu.edu website. Be sure to record all of your assignments and exams from all of your courses.

Using the calendar

A tool sitting in a toolbox doesn't get much done. Having created this calendar, you need to get into the habit of looking at it on a regular basis. Some students post a copy near their desk or study space. Others carry a copy with them or transfer the information into a daily or weekly planner. You could enter the information in your computer or smartphone. The point is to look at it often to remind yourself of what you could be doing during some unexpected down time or during a scheduled study session when you have no other pressing assignments.

Of course, just knowing when assignments are due is not enough. Here are some ways that students have found to make the calendar work for them.

- **Cross off assignments completed and exams taken.** You are done with those and don't have to think about them anymore.
- **Write in study times on a daily or weekly basis.** For example, if you plan to study for six hours a week for your Chemistry class, write on the calendar the actual times you plan to do this. Two hour-and-a-half sessions on Monday, perhaps, and one hour each on

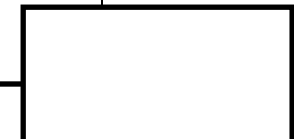
Tuesday morning, Wednesday afternoon, and Friday morning. Use different colors or fonts to highlight assignments/exams from different classes.

- **Note dates when you need to start a major project or begin to study for a big exam.** Do your best to estimate how long it will take you to complete the project or study effectively. Writing the start time on your calendar turns the starting part into a task that can be crossed off when it is completed. Remember that studying for an exam is most effective when it is begun several days before the exam and continued daily in time blocks of an hour or less.
- **Write in due dates for all the steps needed to complete a major project like an extensive research paper.** Since these “due dates” are under your control, you can make them up! Plan them for times when you have more time to work on them – you will know when these times are because they show as gaps on your calendar. For example, you might have to start researching your topic six weeks before it is due, so mark down “start research” on a date six weeks before the paper due date. After your first trip to the library or online search, you can cross off the “start research.” You can create due dates for other steps in writing your paper, such as an outline and a rough draft. You might put in a date when you plan to bring the rough draft to your instructor for feedback or to the FSU Reading-Writing Center for tutoring help.

The next two pages of this document show the last two months of a semester calendar that has both assignments and specific study tasks entered into it.

March

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1 Study for MAC1105 quiz	2 MAC1105 Quiz 3:00-6:00 Study for REL2240 exam	3 11:00-12:00 Study for REL2240 exam	4 5:00-8:00 Study for REL2240 exam	5 REL 2240 Exam #2 6:00-8:30 Start REL2240 paper	6 10:00-11:30 work on REL2240 paper 2:00-4:00 Start ENC1101 draft	7
8	9 SPRING BREAK!	10 SPRING BREAK!	11 SPRING BREAK!	12 SPRING BREAK!	13 SPRING BREAK!	14
15 Study for MAC1105 quiz 3:00-6:30 work on REL2240 paper 8:00-11:30 Work on ENC1101 draft	16 MAC1105 Quiz 10:00-1:30 Finalize REL2240 paper 6:00-9:00 Study for ECO2000 exam	17 REL2240 Paper #2 3:00-5:00 Study for ECO2000 exam 6:00 Meet ECO2000 study group	18 ECO2000 Exam #2 3:00-7:30 Finalize ENC1101 draft	19 ENC1101 second draft due 6:00-8:30 Study for MAC1105 exam	20 3:00-4:30 Study for MAC1105 exam	21
22 Study for MAC1105 quiz	23 MAC1105 Quiz 6:00-8:30 Study for MAC1105 exam	24 4:00-7:30 Study for MAC1105 exam	25 MAC1105 Exam #3	26	27	28
29 Study for MAC1105 quiz	30 MAC1105 Quiz	31				



April

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1 3:00-5:30 Start ENC1101 paper	2 12:00-2:30 Work on ENC1101 paper 6:30-10:00 Start REL2240 paper	3 11:30-1:00 Work on REL2240 paper	4 10:00-11:30 Work on ENC1101 paper
5 Study for MAC1105 quiz 2:30-5:00 Work on REL2240 paper	6 MAC1105 Quiz 11:30-12:00 Work on REL2240 paper	7	8 7:00-8:30 Work on ENC1101 paper	9 10:00-12:00 Work on REL2240 paper	10 3:00-5:30 Finalize ENC1101 paper	11
12 Study for MAC1105 quiz	13 MAC1105 Quiz 5:30-8:00 Study for REL2240 final	14 ENC1101 final paper due 7:00-9:00 Study for ECO2000 final	15 7:30-9:00 Study for REL2240 final	16 REL2240 Paper #3 due	17 10:00-12:00 Study for ECO2000 final	18 11:00-1:00 Study for ECO2000 final 5:30-6:00 Study for REL2240 final
19 3:00-5:00 Study for ECO2000 final 6:30-10:00 Study for MAC1105 final	20 10:00-11:30 Study for ECO2000 final 6:30-9:00 Study for MAC1105 final	21 REL2240 Final Exam 9:30-11:00 Study for ECO2000 final 5:00 Meet ECO2000 study group	22 ECO2000 Final Exam 6:30-8:30 Study for MAC1105 final	23 MAC1105 Final Exam	24	25
26	27	28	29	30		