

# Establishing a Term Calendar

## *Time Management*

Your course work dictates many of the long-term goals you must complete each term. Getting a grip on the scope and sequence of these activities is the basis of your time management plan. This helps you think ahead and budget your time accordingly. Thus, you will become proactive in preparing to meet your commitments instead of forgetting about assignments and reacting in haste to prevent disaster.

The first thing to do to manage a term is to get a calendar for the months during that term, tear out the pages, and post them in a location where you can refer to them easily. Posting all of the pages lets you see your entire term at a glance. Then, using your college's academic calendar and the syllabus or course outline for each of your courses, identify your institution's important dates (for example, the last day to drop a course) and schedule assignments, tests, and so on for each course. Finally, note any other commitments that you want to keep (work schedule, special events, or other occasions). The following table provides steps for constructing a **term calendar**. You can get a copy of this semester's calendar at the Center for Academic Success in B-31 Coates Hall.

### **Steps in Completing a Term Calendar**

1. Obtain a calendar with large spaces for each day of a month.
2. Remove the pages for the current term and post them in a visible place.
3. Obtain an academic calendar for the current term and use it to record the following dates:
  - › holidays, school vacations, or social commitments
  - › midterm and final exam periods
  - › dates for dropping and adding courses, resigning, and so on
4. Collect course outlines and assignments for each course in which you are enrolled and use them to record the following dates:
  - › exam dates
  - › due dates for papers or other projects
  - › intermediary deadlines you set to complete phases of a lengthy project
5. Record other social commitments or family obligations you need to keep.
6. Record work commitments.

Source: *Study Methods and Reading Techniques*, Rhonda Atkinson and Debbie Longman (1993), West Publishing