

Creating a Quarterly Calendar

Do you ever forget deadlines or find yourself scrambling to study for an exam? A **Quarterly Calendar** can help you keep track of all your big deadlines by allowing you to see an entire quarter of due dates all at once. Take an hour during the first week of classes to set up your quarterly calendar. Start by following these steps:

1. Review the syllabus for each of your classes and enter all due dates for major exams, papers, and projects in all your classes on your Quarterly Calendar.
2. Enter all personal commitments and holidays.
3. Write in all reading assignments and smaller assignments. Now review your quarter. Which weeks look like they will be the most demanding? Are there weeks with multiple papers or exams?
4. Break each large task into smaller pieces and give yourself “mini” deadlines.
 - For each exam, start studying 5 days out.
 - For each paper or project, work backwards from the due date to determine when your second draft, rough draft, outline, and research should be “due.”

Now you have a rough outline of your tasks for the quarter! If you create a thorough quarterly calendar, you will know in advance which weeks will be heavy with work and which weeks you have more free time—or time to get an early start on some projects. But remember, for the calendar to be helpful, keep your Quarterly Calendar easily visible and accessible so you can refer to it often!

Every good time management system includes three components: 1) a **quarterly calendar** with all major and minor deadlines, 2) a **weekly schedule** of activities and study time, and 3) a weekly or daily **task list** to manage tasks.

These three components work together to help you manage deadlines, time, and tasks. Your Quarterly Calendar will keep your deadlines in view—and you’ll be more prepared for papers and exams.

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
FINALS						