

# LEARNING

## DEVELOPMENT & SUCCESS

### TIP #4: WRITE IT DOWN

*Use a dayplanner or wall calendar. Plan time for coursework. Plan ahead for assignments and exam periods.*

### THINGS TO CONSIDER:

- Plan your day, week and term
- Make regular use of day planners, weekly calendars, and term calendars

### ACTIVITY:

As it is so important to take a look ahead to all of your important deadlines in your coming academic term, take time now or when classes begin to complete the following activity. Attached you will find a term calendar for this fall. Go through each of your course syllabi once you have them and track important dates for each course on the term calendar. When complete, this will provide you with an overall look at your term and will allow you to plan accordingly. Keep your term calendar accessible and check it often so important dates don't sneak up on you.

# SEPTEMBER 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
	Holiday		Classes Begin			
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

# OCTOBER 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
	Holiday					
18	19	20	21	22	23	24
25	26	27	28	29	30	31

# NOVEMBER 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	Reading Week Begins				Reading Week Ends	
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

# DECEMBER 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
			Classes End		Exams Begin	
13	14	15	16	17	18	19
20	21	22	23	24	25	26
		Exams End				
27	28	29	30	31		