

Scheduling

“The key is not to prioritize what is on your **schedule, but to **schedule** your priorities.”**
- Steven Covey

After thinking through these questions – check out your options as you answer the questions below.

1. Research the following planning tools and list your personal pros and cons for each method.

- a. **An online tool – (i.e. google calendar, Microsoft Outlook, dayviewer.com, mystudylife.com)**

Pros: _____

Cons: _____

- b. **A physical planner – (check out templates at timeanddate.com, studenthandouts.com, scatteredsquidrel.com,**

Pros: _____

Cons: _____

- c. **An app on your phone - (iOS calendar, Android calendar, mystudylife, wave, informant 5)**

Pros: _____

Cons: _____

2. Which option did you choose?

3. **Please purchase, downloaded or print out your calendar tool before moving on to item #4.**

4. Now that you have this resource in hand, let's make sure you get started using it.
 - a. Sit down with your learning coach and talk through your weekly schedule. At the beginning we encourage you to schedule your days carefully.
 - When will you wake up? What time will you go to bed?
 - What time will you eat?
 - Have you included outside activities? (Don't forget to account for travel to and from)
 - b. Consider how you will approach your schoolwork.
 - Will you work on each course each day, or will you use larger chunks of time each day to work on a single subject?
 - Not only is it important to know when you will work on each course, but it is also important to know what is due for each course and when it is due.
 - Take your course calendars for each of your classes and place the due dates for each assignment in your calendar. Depending on the type of calendar you are using you can enter these in differently. We encourage you to work through this with your learning coach.

It will be very important for you and your learning coach to meet regularly to discuss your schedule, your course work load and your performance. We encourage you to choose a time at the beginning of the semester and put it on each of your calendars. It might seem silly now, but as the semester moves forward and life gets busy, it is easy to forget to have your "check-in" time with your learning coach. However – if it is on the calendar, it will hold you both accountable to make sure the meeting happens!

5. List when you and your learning coach will meet each day to discuss your schedule and course work.

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6. Have you put this time slot on your calendar for the entire semester? (circle one)

YES

NO