

CREATING A

STUDY PLAN

SEMESTERLY

Start with an Excel spreadsheet or another app, like Google Calendar or Notion.

ORGANIZE BY CLASS

Go through each course's syllabus and find all assignments. Write them down on your assignment calendar with a class tag or title next to it .

ORGANIZE BY DUE DATE

Include due dates on each assignment and sort your sheet by approaching deadlines.

KEEP TRACK OF STATUS

Mark your assignments as "Not Started", "Completed", or "In Progress". You can also include status items like "Coming Up" or "Due This Week". Whatever helps you keep track of upcoming assignments.

KEEP TRACK OF GRADES

Don't only rely on eLearning to keep track of your grades. You need to know if something looks incorrect and keep track of your progress in each course.

CELEBRATE SUCCESSES

Be proud of every item checked off your semester-long assignment calendar, and don't be too overwhelmed in the first week.

WEEKLY

Once a week, sit down and make a schedule for the week on Excel, Google Calendar, or any other platform. It should include class dates and times, special or unusual events, work schedules, and any and all assignments due.

START WITH THE BASICS

Look at every event or commitment you have this week. Block it in.

LOOK AT YOUR SEMESTER PLAN

What assignments are due this week? Know what days they are due, which class they are for, and how much each is worth.

PRIORITIZE

Know which assignments are the most important and get those done first. You should also prioritize by the due dates and attempt to complete assignments in advance.

ALLOCATE TIME

Give yourself enough time during the week to complete assignments. Try to have an even distribution of work per day. Give yourself free time each day and wiggle room at the end of the week in case an assignment takes longer than expected.

FOLLOW THE SCHEDULE

You know what you need to get done and you have a plan for completing it. Stick to your schedule!

