# MANAGING YOUR SEMESTER

Keep track of assignment deadlines, tests, and readings

### **KEEP ALL YOUR DUE DATES IN ONE PLACE:**

- Use a **Semester-at-a-Glance** handout to have quick access to **all your due dates in one place**.
- Use it to keep track of quizzes, tests, and exams too.
- Draw a column for each class as in the example.
- Go through your **course outlines** to find your deadlines. Fill in the **due date** and how much each assignment or test is worth. This will help you prioritize.
- Once filled in, it will show you busy weeks and quiet weeks and help you plan and prioritize.
- The Semester-at-a-Glance is available in Online Resources on the Academic Skills Centre website.

EXAMS ~ ASSIGNMENTS Semester-at-a-Glance					Academic Skills Centre – Winter 202	
MATH	ENGLISH	FRENCH	PSYCHOLOGY	ANTHRO	CHEM	PHYSED
JANUARY 25 - 29		Wednesday, Ja	n. 27: first day of classes. T	hursday, Jan. 28: last day	or late registration.	
FEBRUARY 1 - 5	essay	Wednesday, F	eb. 3: last day for course ch	-	lab	
1 <sup>st</sup> test 15 %	outline			summary 10°10	10%	
Tuesday	5%				Friday	
	Wednesday			Monday	triday	
FEBRUARY 8 - 12			last day for students to wi	hdraw from courses.		quiz
		presentation	weanesday			5%
		10%	annotated	1		Thursday
		Wednesday	Mon. 5%.			Thor sau
FEBRUARY 15 - 19		,		exam	exam	
2 <sup>nd</sup> test 15%				20%	20%	
				Wednesday	Friday	
Thursday						

- If you print it, write in **pencil** because dates can change. You can also fill it out electronically.
- For the assignments with **no due dates yet**, schedule them the week you anticipate they will be due (around mid-term? before final assessment?) and add a question mark. This way, you can see all the work you have to get done this semester.
- When **undated assignments** are given a due date, move them to the correct week.

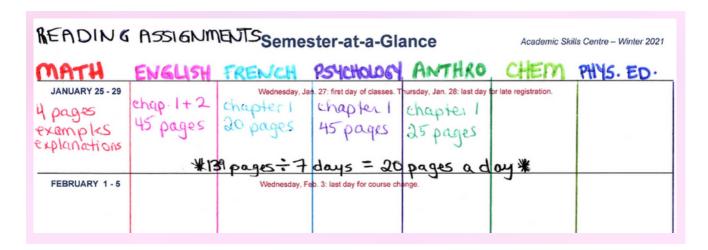


## MANAGING YOUR SEMESTER

### Continued

#### KEEP ALL YOUR READING ASSIGNMENTS IN ONE PLACE:

- Use a **Semester-at-a-Glance** to have quick access to all your reading assignments.
- Go through your **course outlines** to find the reading assignments.
- Be sure to record **how many pages** you need to read each week in each course.



- If your teacher only assigns the pages weekly, try to get a sense of how many pages you must read weekly so you can plan a reading schedule for yourself.
- Add up the weekly number of pages and divide that number by seven days. The answer is roughly how many pages you should read per day to stay on track. Add this daily reading schedule to your agenda or weekly planner.

For more help, contact the Academic Skills Centre (ASC).