

Term calendar

Month: _____

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

General tips:

- Break large tasks into smaller steps. Work backwards from the due date.
- Reduce the pressure in a busy week by working in advance during a lighter week.

How to design your term calendar

- Use a full-page calendar for each month of the term.
- Enter information about assignments, tests, exams and labs—everything that's due for marks in each course. Include:
 - dates (due date, start date for studying or research)
 - how much it's worth (% of final grade).
- Colour code by course, if this is helpful.
- Use this calendar to help construct your weekly to-do list.
- If you have large assignments (essays, research papers), enter the start date as well as the due date for each. Go to <https://sass.queensu.ca/assignment-calculator/> and find the Assignment Calculator to help you break large projects into smaller tasks with individual due dates.
- Students who are writing a thesis can use the Thesis Manager (<https://sass.queensu.ca/onlineresource/thesismanager/>).

How to design your to-do list

- How big a list? Do whatever works for you (e.g., a daily list, a 2-day list, a weekly list, etc.).
- Prioritize:
 - the hardest tasks (do it all or chip away at it)
 - the tasks due first
 - the assignments worth the most marks
 - the fundamental tasks that support your goals
- Refer to term calendar and include items from your to-do list.

If to-do lists make you feel overwhelmed or guilty when you are unable to complete everything, try choosing your top two or three priorities, or writing a daily accomplishments list at the end of each day.