

Term Calendar

General principles

1. Break large tasks into smaller steps:
work backwards from your due date.
2. Reduce the pressure on a busy week:
do work in advance on a lighter week.

MONTH: _____

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

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, including
 - Dates (due date, start date for studying or research) and
 - % of final grade
- Colour code by course, if helpful
- Use this to help construct your weekly “to do” list

- If you have large assignments (essays, research papers), enter the start date as well as due date. Go to www.queensu.ca/qlc and find the Assignment Calculator (in the top menu bar of the Queen’s Learning Commons home page) to help break large projects into smaller tasks with individual due dates

- Students who are writing a thesis can use the Thesis Manager at www.queensu.ca/qlc found on the left hand side of the Learning Commons home page

How to design your To Do list

- How big a list? Do what works: daily list, 2-day list, weekly list ...
- Prioritize by: what is hardest (do “something” to chip away at it), due next, is graded, is fundamental, is fun ...
- Refer to Term Calendar and include items from To Do List
- If To Do lists make you feel overwhelmed or guilty when you are unable to complete everything, try writing a Daily Accomplishments list at the end of each day