### Term calendar

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**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.