**Organizing your school calendar**

(This is the big picture, don't include too much detail)

1. **Pick up a copy of your school's term/semester calendar**
2. **Develop a calendar of important dates for your classes:**   
   Tests, papers, projects, readings, mid-term and final exams, holidays, breaks, study days, etc.
3. **Enter important dates for your work, social and family life**
4. **Each week develop a daily schedule** that includes routines and important dates
5. **Post this schedule in your study area** for referral and review, and to mark your progress
6. **Each evening develop a schedule to help you organize the next day,** include routines, errands and important appointments
7. **Review each day's schedule that morning**

Making a habit of the above suggestions will be a product of motivation, trial and error and practice!

1. **Document the sequence!**  
   Note that you need to write these down, either for posting on a wall, or better yet, entered into your computer for reminders, especially 4-7.
2. **Commit to a trial period**  
   Three to four weeks or a month... think of the schedule as an experiment, but commit yourself to it.
3. **Think of this as an "organizer"** rather than a task list.  Your to do lists, etc. are part of #2. **Set your computer calendar to remind yourself of important events** as numbers 4 - 7
4. **Relate this schedule to a reward** and post it prominently as an incentive in your room.  
   If you need to give up something, replace it with a positive benefit.
5. **Find someone to partner with, or adopt a role model** so that you can find reinforcement.  The person will not have the same school, family or work schedule, but can be there to encourage and suggest.
6. **Don't expect perfection** it is the enemy of the good. You are developing a new or altered way of achieving your goals.  Sometimes, there will be events that interfere, and are cause for re-evaluating this schedule.

All information was taken from: [**http://www.studygs.net/flashcard.htm**](http://www.studygs.net/flashcard.htm)