

## **Instructions for filling out your schedule effectively**

### **For populating due dates into the monthly view of your planner:**

1. First get out each syllabi for your current classes.
2. Put the due dates and exam dates in the month view of your planner.
3. Check to see if there are other obligations for the class that need to be included into the calendar such as readings.
4. Utilize post-it flags/notes if needed to make finding the tabs within the planner more rapidly.
5. Put in other important appointments such as doctor appointments and bill payment dates, etc.

### **For populating due dates into the weekly view of your planner:**

1. Look at the next 2 weeks and see what assignments are upcoming. Print out two-time management sheets (Or your own planner!) and write in the dates for the next two weeks.
2. Shade out any obligations (feel free to color code if you like), such as work, family/personal obligations, appointments, club meetings, meals, exercising, grocery shopping etc.
3. Double check the weekly schedule to make sure that everything has been accounted for.
4. Use the to-do sections to note things that must be done that day.
5. Utilize outside resources such as reminders in phones, google calendar, Wunderlist, outlook, etc.