Effective Use of a Monthly Calendar

- **Using each course syllabus**, write down dates for tests, quizzes, papers, projects and presentations. Be sure also to write down other important dates, such as topic due dates, rough draft due date, reviews for tests. You may wish to use different color pens or highlighters to differentiate courses or tests from papers.

- **For exams and quizzes**, start with date for the exam or quiz and work backward to a reasonable date to begin studying. Usually 3-5 days for an exam and 2 days for a quiz.

- **For papers**, start with the due date and work backward to reasonable dates for the outline, rough draft, and final draft. It is a good idea to schedule an appointment with the Writing Center to read your paper a day or two before it is due.

- **After academic work is on the calendar**, add other commitments you have, such as work hours, sport practices and games, appointments, club meetings, and other social activities.

- **Review the completed calendar** and note when you have tests and papers due in the same week. Knowing this will allow you to plan ahead and perhaps get the paper done early.

- **Put this calendar in a place where you will see it daily**. Check it often and update when necessary.

If you would like to learn additional learning and study strategies, please make an appointment by calling 610.861.1510.

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