

How to Keep Track of *Everything*

There are two basic tools that will help you plan and organize your time for success. The first is “My Semester Calendar.” The second is a weekly calendar. We recommend one of two versions of the weekly calendar - you can pick the one that works best for you.

Tool 1: My Semester Calendar

Follow these simple three steps to create a “snapshot” of your semester that will help you plan backward from each due date. If you have three papers due and a major test in one week, this calendar will help you plan how to get each paper done in a timely manner and be prepared for your test.

Step One

- A. Download a calendar template for each month of the semester. (One source: www.wincalendar.com/word-calendar-templates.htm)
- B. Go to the Office of the Registrar webpage “Academic Semester Calendar.”
- C. Record those dates that apply to you (i.e. if you’re taking an eight week class, first & last day of class, last day to withdraw with a “W”) on your Semester Calendar by month.

Step Two

Take your syllabus for each class and record due dates for:

- Each test and/or quiz
- Each paper or project
- Each final exam*

* *If your final is not listed on your syllabus, go to ISIS to find when your final exams are scheduled.*

Step Three

- A. Enter all of the university related activities in which you plan on participating or attending (football games, Late Night Live, tennis club tournament, concert, band trips, basketball games, track & field activities, homecoming, etc.).
- B. Enter all other social events in which you will be participating. (wedding, family activities, vacation, etc.).

Once you have listed all of these “demands” on your time you are ready to develop your timeline for meeting your deadlines and achieving your goals. With this information in hand, you can build a monthly planner to help you map-out what needs to be accomplished each week.

- For help preparing for tests, see these E. L. C. Resources (“Get ready for tests?” “Answer the Essay/Short Answer Exam Question Well?” And “What do faculty expect on a major exam?”) on the CLASS website: class.uark.edu
- For research papers, use the Research Paper Wizard at libinfo.uark.edu/reference/wizard/ to plan backwards from your paper’s due date.

Tool 2: My Weekly Calendar

Your Semester Calendar will give you a good idea of where your pressure points are in the semester. However, you will need to look at your week and make sure that you can accomplish all of your goals. We suggest one of two versions of a weekly calendar: My 168 Hour Time Log and/or My Weekly Calendar.

The 168 Hour Time Log allows you to understand where your time is being spent. So, begin by filling in the hours/time of your week:

1. That all-important fuel which keeps your body going and your mind sharp! SLEEP.
2. All your fixed commitments (those events that occur every week such as class, club meetings, work, volunteer hours).
3. Using a ration of **two** hours of study-time for each **one** hour-in-class, schedule recurring study hours that you can keep each week just as you go to class;
4. Look for open times in your schedule when you can pop-in to the library between classes to study and minimize your travel time back and forth to the residence hall; and

5. Then add the other activities in which you regularly engage: Eating, washing clothes, working, watching TV, working out, playing X-Box, participating in dorm/house activities, etc. [Color-code if it helps you visualize your schedule.]



Remember that when “life happens” and interrupts your planned study times, just trade out some hours from those activities in #5 and stay on track as best you can. The idea is to develop a habit of studying at specified times each week that will enable you to achieve your academic goals understanding that sometimes you have to make adjustments.

“My Weekly Calendar” builds on everything you now know about the demands on your time and the deadlines you need to meet. It is a tool that allows you to focus on the up-coming week so that you don’t let something slip in the rush of going to class, working, and participating in other activities. Taking the deadlines from your Semester Calendar and entering them into your weekly calendar will allow you to build your schedule around those deadlines so that nothing is missed and you don’t find yourself not prepared for an exam or with an incomplete paper on the due date. No two Weekly Calendars will be the same, because everyone’s deadlines and priorities are different.



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