MANAGING YOUR SEMESTER

How to use a Semester-at-a-Glance

KEEP ALL YOUR DUE DATES IN ONE PLACE:

- Use a Semester-at-a-Glance handout, available in Online Resources at the
 Academic Skills Centre website, to have quick access to all your due dates in one place.
- Once filled in, it will show you **busy weeks** and **quiet weeks** and help you **plan** and **prioritize** in advance.
- If you print it, write in pencil because dates can change.
- You can also **download** it and fill it out electronically.
- Draw a column for each class as in the example.

EXAMS & ASSIGNMENTS Semester-at-a-Glance Academic Skills Centre - Winter 202						
JANUARY 25 - 29	English	FRENCH Wednesday, Ja	PSYCHOLOGY n. 27: first day of classes. T		or late registration.	PHYSED
rebruary 1-5 1st test 15% Tuesday	essay outline 5%	Wednesday, Fe	eb. 3: last day for course ch	summary 10°10 Monday	lab 10% Friday	
FEBRUARY 8 - 12	Wednesday	presentation Group	lest day for students to wil QUIZ 10% Wednesday annotated biblio	,		quiz 5% Thursday
FEBRUARY 15-19 2nd test 15% Thursday		Wednesday	Mon. 5° 6	exam 20 olo Wednesday	exam 20% Friday	
FEBRUARY 22 - 26	3					

- Go through your **course outlines** to find your deadlines. Fill them in, along with the day they are due and how much each assignment is worth. This will help you prioritize.
- For the assignments with **no due dates yet**, schedule them the week you anticipate they will be due (around mid-term? before final assessment?). This way, you can see all the work you have to get done this semester. Add a question mark to each.
- When **undated assignments** are given a due date, move them to the correct week.

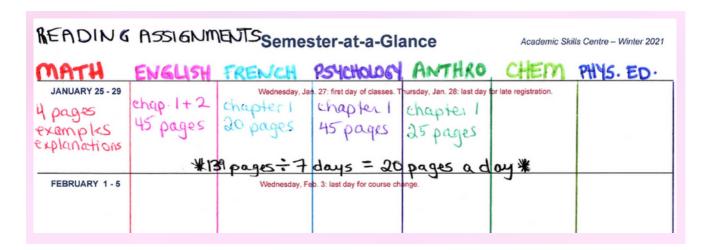


MANAGING YOUR SEMESTER

Continued

KEEP ALL YOUR READING ASSIGNMENTS IN ONE PLACE:

- Use a **Semester-at-a-Glance** to have quick access to all your reading assignments in one place.
- Go through your **course outlines** to find the reading assignments.
- Be sure to record **how many pages** you need to read each week in each course.



- If your teacher only assigns the pages weekly, try to get a sense of how many pages you must read weekly so you can plan a reading schedule for yourself.
- Add up the weekly number of pages and divide that number by seven days. The answer is roughly how many pages you should read per day to stay on track.

For more help, contact the Academic Skills Centre (ASC).