



SUPER SCHEDULER



Combo Calendar

The main idea of the Combo Calendar is to combine all your syllabi for the semester by outlining the major assignments by due date in one place. With this sheet, you have a visual of how each month looks in terms of workload and not overload yourself academically. Always double-check your work - you wouldn't want a wrong deadline or to forget an assignment!

SEPTEMBER 2016

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
29	30	31	1	2	3	4
5	6	7	8	9	10	11
	THE 2000 Online Quiz			MAC 1105 HW 1 BSC 2010 Lab Report		
12	13	14	15	16	17	18
MAC 1105 Exam 1		BSC 2010 Exam 1	ENC 1102 Definitions		Club Volunteer Event	
19	20	21	22	23	24	25
	THE 2000 Online Quiz			MAC 1105 HW 2	Play for THE 2000	
26	27	28	29	30	1	2
	ENC 1102 Novel Critique Paper		THE 2000 Play Review			

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After writing down major due dates, break down these assignments into smaller, more manageable tasks.

Look at each month and create a to-do list for each week. Include assignments, readings, test review and other tasks.

Prioritize each week by looking at deadlines. Estimate how long each task will take to complete (always realistically overestimate to schedule enough time).

WEEK OF <i>September 19th 2016</i>		
PRIORITY	TASK	TIME
1	<i>Study for THE 2000 Quiz</i>	<i>2 hours</i>
2	<i>Take THE 2000 Quiz</i>	<i>1 hour</i>
7	<i>Go to Play for Theater class</i>	<i>3 hours</i>
8	<i>Review notes from play and make outline</i>	<i>1 hour</i>
3	<i>Review MAC Chapter 4 & Lecture Notes</i>	<i>1 hour</i>
4	<i>Complete MAC HW 2 problems</i>	<i>3 hours</i>
5	<i>Review rough draft of ENC paper</i>	<i>2 hours</i>
6	<i>Have UWC review draft of ENC paper</i>	<i>1 hour</i>
9	<i>Make final draft of ENC paper</i>	<i>2 hours</i>
10	<i>Read Biology Chapter 5</i>	<i>4 hours</i>

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Now it's time to plan on getting it all done! Figuring out **when** to get it done is more effective than simply deciding **what** needs to get done.

- ➔ DETOUR: This step is easiest to complete if you have created a Student Schedule already – there is a blank Student Schedule attached.
- ➔ If you have completed your own Student Schedule, you can see the blocks of time you have available each day to plug in your daily tasks.
- ➔ You can now assign your to-do list into your designated weekly study times within your Student Schedule!
- ➔ Example: If you have blocked off 4 hours of study time, what items on your to-do list will you fit into that day's study time?
- ➔ Write the to-do list items into your daily tasks per each week...Ta-Da! Your weeks are less overwhelming and manageable.
- ➔ Another option is to print a copy of your Student Schedule each week and write the daily tasks into each block of study time for the corresponding week – then you can see your complete schedule (e.g. class, work and assignments).

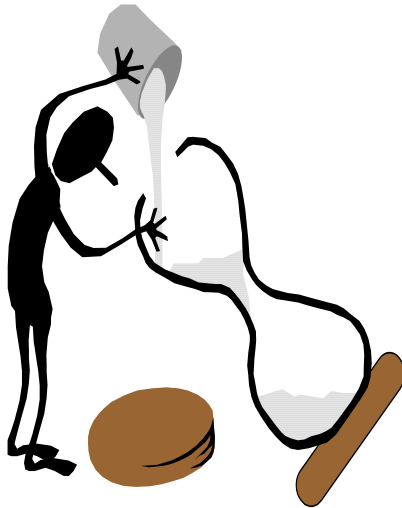
WEEK OF <i>September 19th 2016</i>						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<input type="checkbox"/> (5-7pm) Study for THE Quiz <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> (8-9am) Take THE 2000 Quiz <input type="checkbox"/> (5-6pm) Review MAC Chapter 4 & Lecture Notes <input type="checkbox"/> _____	<input type="checkbox"/> (6-9pm) MAC HW 2 Problems <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> (1-3) Review Rough Draft of ENC Paper <input type="checkbox"/> (3-5) Start Chapter 5 for BSC <input type="checkbox"/> _____	<input type="checkbox"/> (12-1pm) Take Draft of ENC Paper to UWC for Review <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> (2-5pm) Go to Play at UCF <input type="checkbox"/> (8-9pm) Review Play Notes & make Outline for Review <input type="checkbox"/> _____	<input type="checkbox"/> (10am-12pm) Make final draft of ENC Paper <input type="checkbox"/> (2-4pm) Finish Chapter 5 for BSC <input type="checkbox"/> _____
NOTES:	NOTES:	NOTES:	NOTES:	NOTES: Bring draft of ENC paper with my questions to campus	NOTES: Take notepad and pen to play	NOTES:

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Recommendations & Reminders

Time Management Tips & Tricks!

- Plan ahead! And break up big assignments into smaller, specific, more doable parts.
- Check your To Do list (or planner) regularly.
- Life happens! Try to stick with your schedule but be flexible.
 - Make sure you swap out time blocks when being flexible.
- Reward yourself for completing things - be honest!
- Triple check your assignment dates & update them when needed.
- Color code regular events and highlight important events.
- Use your system to keep up with personal things - it's not just for academics!
 - Monthly Calendar: check twice per month - update assignments as needed; long-term planning
 - Daily Task List: day-to-day - homework & small parts of assignments; guides daily scheduled "school work" time



Creating your schedule & daily tasks

- Use an online calendar (such as through your e-mail account)
- Use a calendar app on your smart phone
- Use a computer software program like Outlook
- Use a planner that you can carry with you every day
- Use Word or Excel to design your own charts and lists
 - Print and carry with you in your school bag/binder
 - save on the desk top of your laptop if you're often on the computer (Word is used in the examples)
- Make sure your schedule and to-do list are visible & accessible
 - Find what works best with you!
- Main takeaways for Super Scheduler
 1. Be aware of assignments and their deadlines for all courses,
 2. Break assignments into smaller tasks
 3. Create a detailed schedule to ensure you accomplish all tasks in time.

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Combo Calendar Template

MONTH _____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

*Semester at a Glance is another great template that is available at <http://sarconline.sdes.ucf.edu/>. It allows you to see all the months of the semester on one page.

What's your schedule?

- 1) List regular weekly commitments: class, work, tutoring, meals, extracurriculars, and commuting.
- 2) Find your open times & assign study times. When do you focus best? Include study breaks as well!
- 3) After scheduling the above, find weekly time for yourself to relax, exercise, and socialize.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Notes
7:00 AM								
7:30								
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9:30								
10:00								
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