

First Things First.

Typically, on the first day of class your instructor will give you a syllabus. This is your roadmap to the semester; and though it may change as the semester wears on, you can use it to organize your time for the months ahead. Copy your syllabus into a planner. Include key campus dates: registration, drop/add deadlines, days when school is closed, exam week. Highlight major assignments—tests, projects, papers,—and make sure you are putting in enough time to prepare for each of them. As things change, adjust your planner to reflect these changes. By simply keeping track of the tasks ahead of you, you can exercise a great deal of control over your schedule.



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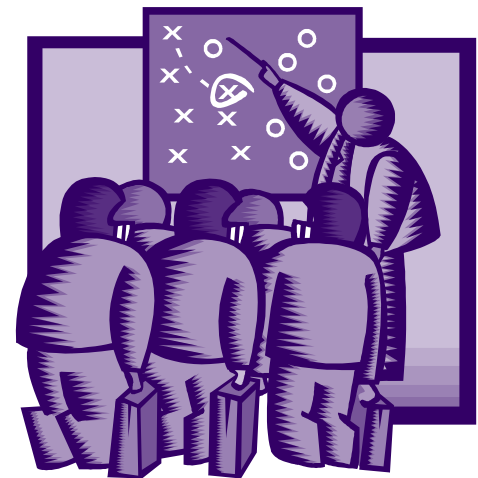
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**Get
Started on
the Right
Foot
-Plan!-**



Include the Intangibles

You will know how much time you will need to sit in class.

However, along with the time you are physically in class, you will need to schedule a significant portion of your time to prepare for class. It is suggested that for each credit hour you take, you should devote 2.5 hours per week to studying— not simply during the weeks when a test is being given, but every week. Prepare for this now. Write these study times for each class into your planner. Refer to your syllabus for reading and homework, as well as major tests. Other obligations and unexpected occurrences may require adjustments on your part, but if you make an effort to maintain your study time, you will be spared the critical pre-exam cram sessions that less organized students will.



Get It All In

We all have obligations that fall outside of our time in class: work, family, children, religious activities, and volunteering can potentially create problems for you as you look for time to study. Make sure to account for all of your potential obligations as far in advance as you can.

Being in school does not mean you quit being a person. You still need to sleep, eat, exercise, clean your clothes, and clean yourself. Just as important, you need to relax. Make sure that as you are working with your planner, you budget time for all of these essential activities: make laundry part of your weekly routine; schedule a regular time each week to call your family; set aside time each week to do something you enjoy.

Leave Time For Yourself

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