

The Next Four Weeks: Make a Plan

1. Input assignment deadlines, test dates, exam dates, and any non-school dates that you need to schedule around.
2. Complete Prioritizing & Planning Worksheet: break down work into separate task/steps and set dates to complete work
3. Input mini-deadlines for assignments and study days for tests and exams.

NOVEMBER – DECEMBER 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
25	26	27	28	29	30	1
2	3	4	5 – last day of classes	6	7 - exams begin	8
9	10	11	12	13	14	15
16	17	18	19 – last day of exams			

Prioritizing & Planning: Research, Writing, & Study

Priority (Value)	Task (Course)	Steps	Mini Deadlines