1) Write in the name of the class and professor, and how you’re feeling about it

2) Start listing the work you have for each class. Include late work and work coming in the next week or two.

3) It is often helpful to include the steps if it is a bigger assignment

4) Include work, orgs, co-op jobs, productions, personal responsibilities, etc

5) Schedule in all of your meals, classes, appts., sleep, and activities leaving blank spaces for unscheduled time

6) Once you know how much unscheduled time you have you can choose 3-5 tasks to complete each day. Write tasks that are actionable and doable for the amount of time you have for the day.

7) Schedule in homework, relaxation, friends, getting ready, travel and other non-appointment activities

8) It can be helpful to blend out different colors for things that don’t have a required beginning or end