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| --- | --- | --- | --- | --- | --- |
| *See next page for how to use this.* | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| Date: | Date: | Date: | Date: | Date: |
| Course:  |  |  |  |  |  |
| Course: |  |  |  |  |  |
| Course: |  |  |  |  |  |
| Course: |  |  |  |  |  |
| Course:  |  |  |  |  |  |

1. Start creating your calendar even before the term begins.
2. Adapt this document for your needs and print as many as you need to keep track throughout the term!
3. Label your document by replacing the text in the top left corner with a reference to the term. For example, Fall 2014 or Summer 2015.
4. Identify the courses you are taking in the first column.
5. Add dates to the top row.
6. Carefully go over your course syllabi and course schedules to identify assignments due, quiz, and exam dates.
7. Add these to your calendar.
8. Keep in mind that for this calendar to work, it must be accurate. Add new assignments, quizzes and exams as soon as you learn about them. Update your calendar immediately if changes are made at any point in the term!
9. Use coding, icons, and color to make your calendar appealing and, perhaps, to distinguish types of assignments.