

Name: _____ Date: _____

Mastering self-management is one of the key principles in balancing school and life roles. One way in which successful students do this is by creating a term calendar that highlights school assignments, work and/or family responsibilities, and other important activities in the months ahead. By looking at all of your obligations across the whole term you can begin to:

Assess priorities	Prepare in advance for major assignments
Set realistic limits	Prepare in advance for conflicts
Say "no" to, or delegate less important tasks	Protect time to be successful in each class

For this assignment you will need: 1) a copy of **Lane's Academic Calendar** (see Catalog or link in Moodle); 2) A copy of the **syllabus** from every class you are taking this term. 3) the blank **Weekly Time Management Chart**; and, 4) **Monthly Calendars** provided (see Moodle for an electronic version) or one of your choosing AS LONG AS IT IS PRINTABLE and you can submit it.

Step 1) Complete the **Weekly Time Management chart** and complete a **Monthly Calendar** for each month of the term.

Your **weekly schedule** should reflect your class schedule and **protected time** for each course - to study and complete homework. It might also include your time commitments for work and personal/family responsibilities

The **Monthly Calendars** should include important **college-wide dates** as listed in the Academic Calendar (e.g. schedule change dates, registration, payment dates, closure days) All important **personal dates** (e.g. birthdays, family events, doctor's appointments, special work commitments)

- **Due dates for all major assignments** (e.g. test dates, papers/projects, final exam schedule) **for every class**
- Remember to include important dates for this **Back On Course** class
- **Now, most importantly add the dates you will begin working or preparing for all major assignments and exams for every class**

Step 2) Using the space below and/or the back of this page (online students will attach copies of their work and their answers in Moodle), reflect on what special planning or strategies you will employ to ensure you will be able to meet all your responsibilities this term. Be specific and detailed in your reply. For On-Campus sections - be prepared to discuss your work in class.