



# SUPER SCHEDULER



## Combo Calendar

The main idea of the Combo Calendar is to combine all your syllabi for the semester by outlining the major assignments by due dates – then you don’t have to flip through all the pages of your syllabi to keep track. With this one-stop reference you have a visual of how each month looks in terms of workload. This is a useful tool when planning your weekly tasks as it allows you to consider all your courses when scheduling for one. For example, if the chart below was yours and you were planning when to complete HW 2 for MAC 1105, you would know to factor in the Lab Report and Online Quiz that are due on the same date for your BSC 2010 and THE 2000 classes. As a result, you not only make a more accurate plan but you also decrease the desire to procrastinate when you see how your progress in one class impacts your time to make the necessary progress in other classes. Just be sure to double check your work when you finish making the chart – you don’t want to write down the wrong deadline or forget an assignment!

### SEPTEMBER 2016

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
29	30	31	1	2	3	4
5	6	7	8	9	10	11
	THE 2000 Online Quiz			MAC 1105 HW 1 BSC 2010 Lab Report		
12	13	14	15	16	17	18
MAC 1105 Exam 1		BSC 2010 Exam 1	ENC 1102 Definitions		Club Volunteer Event	
19	20	21	22	23	24	25
	THE 2000 Online Quiz			MAC 1105 HW 2	Play for THE 2000	
26	27	28	29	30	1	2
	ENC 1102 Novel Critique Paper		THE 2000 Play Review			

# SUPER SCHEDULER



Now that you have outlined major due dates for every assignment of each class you are enrolled in this semester, it's time to break these assignments down into smaller, more manageable tasks. Take a look at the upcoming month on your combo calendar and make a list of all the specific tasks you need to accomplish in the next week. This includes reading chapters, rewriting notes, doing homework problems, researching for papers, making flashcards, etc. When deciding what needs to be done this week, consider deadlines and prioritize. Then estimate how long each task will take you and make a note of it (it is recommended to over-estimate to ensure you schedule enough time).

WEEK OF <i>September 19<sup>th</sup> 2016</i>		
PRIORITY	TASK	TIME
1	<i>Study for THE 2000 Quiz</i>	<i>2 hours</i>
2	<i>Take THE 2000 Quiz</i>	<i>1 hour</i>
7	<i>Go to Play for Theater class</i>	<i>3 hours</i>
8	<i>Review notes from play and make outline</i>	<i>1 hour</i>
3	<i>Review MAC Chapter 4 &amp; Lecture Notes</i>	<i>1 hour</i>
4	<i>Complete MAC HW 2 problems</i>	<i>3 hours</i>
5	<i>Review rough draft of ENC paper</i>	<i>2 hours</i>
6	<i>Have UWC review draft of ENC paper</i>	<i>1 hour</i>
9	<i>Make final draft of ENC paper</i>	<i>2 hours</i>
10	<i>Read Biology Chapter 5</i>	<i>4 hours</i>

# SUPER SCHEDULER



The next step is to plan out when you will get everything done. It is not enough to know what needs to be done and by when. You need to look at your schedule and figure out when you will work on each task of each assignment.

➔ **DETOUR:** This step is easiest to complete if you have created a Student Schedule already – see the Student Schedule handout on the SARC Online website (<http://sarconline.sdes.ucf.edu/>) in the Learning Skills Resources section (under Time Management). If you have completed your own Student Schedule, you can see the blocks of time you have available each day to plug in your daily tasks. For example, if you have blocked off 4 hours for study time on Thursday, then you can see what items on your homework list will fit in that timeframe (e.g. Review rough draft of ENC 1102 Paper for 2 hours and start chapter 5 for BSC 2010 by reading for remaining 2 hours). It is recommended to write in the specific times of day by the task on the list. In the previous example, if your 4-hour block of study time on Monday was 1-5pm, you would write 1-3 Review ENC Draft and 3-5 Start BSC Chapter 5. Another option is to print a copy of your Student Schedule each week and write the daily tasks into each block of study time for the corresponding week – then you can see your complete schedule (e.g. class, work and assignments).

WEEK OF <i>September 19<sup>th</sup> 2016</i>						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<input type="checkbox"/> (5-7pm) Study for THE Quiz <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> (8-9am) Take THE 2000 Quiz <input type="checkbox"/> (5-6pm) Review MAC Chapter 4 & Lecture Notes <input type="checkbox"/> _____	<input type="checkbox"/> (6-9pm) MAC HW 2 Problems <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> (1-3) Review Rough Draft of ENC Paper <input type="checkbox"/> (3-5) Start Chapter 5 for BSC <input type="checkbox"/> _____	<input type="checkbox"/> (12-1pm) Take Draft of ENC Paper to UWC for Review <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> (2-5pm) Go to Play at UCF <input type="checkbox"/> (8-9pm) Review Play Notes & make Outline for Review <input type="checkbox"/> _____	<input type="checkbox"/> (10am-12pm) Make final draft of ENC Paper <input type="checkbox"/> (2-4pm) Finish Chapter 5 for BSC <input type="checkbox"/> _____
<b>NOTES:</b>	<b>NOTES:</b>	<b>NOTES:</b>	<b>NOTES:</b>	<b>NOTES:</b> Bring draft of ENC paper with my questions to campus	<b>NOTES:</b> Take notepad and pen to play	<b>NOTES:</b>

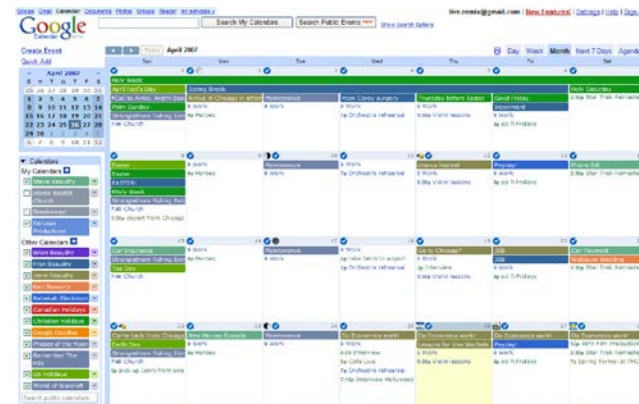
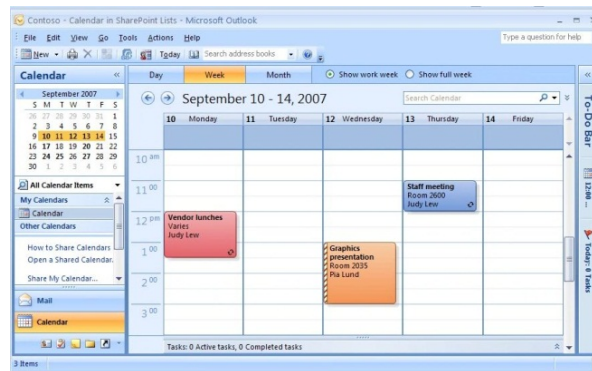
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## THE POSSIBILITIES ARE ENDLESS!

You can record your schedule and daily tasks in many different ways...

- Use an online calendar (such as through your e-mail account)
- Use a calendar app on your smart phone
- Use a computer software program like Outlook
- Use a planner that you can carry with you every day
- Use Word or Excel to design your own charts and lists: either print and carry with you in your school bag/binder or save on the desk top of your laptop if you're often on the computer (Word is used in the examples)

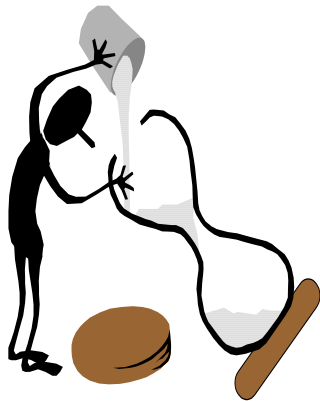
Whatever method you choose, you want to make sure your schedule and to do lists are going to be easily available and frequently visible. If your calendar/planner/to do list is consistently in view then you will be constantly reminded as well as motivated! So, find what works for you and your lifestyle. Then incorporate the main guiding principles in the 3 steps: (1) be aware of assignments and their deadlines for all courses, (2) break assignments into smaller tasks, and (3) create a detailed schedule to ensure you accomplish all tasks in time.



# SUPER SCHEDULER

## General Tips for Time Management

- Plan ahead! And break up big assignments into smaller, specific, more doable parts.
- Make it a habit to check your To Do list (or planner) regularly.
- Discover the self-discipline within and try to stick with your plan each week. Also, recognize that having a time management system doesn't mean you can't be spontaneous – be flexible and adaptable. If something comes up and you miss something on your list, find another open time slot for it.
- Create an award system for completing things on the list – but don't cheat!
- Double, triple check you got all the right dates from your syllabi.
- Update it on a regular basis (e.g. if your professor postpones a test, be sure to adjust your lists and chart).
- Color code regular events and highlight important events.
- It doesn't just have to be academic – use your system as a method for keeping up with personal activities, too!



- **Monthly Calendar:** Use this to keep track of things you know about way in advance and don't want to forget about, but know you are not going to start thinking or doing anything about at the moment. Check at the beginning and end of every month and incorporate the items into your Daily Tasks List at the appropriate time.
- **Daily Tasks List:** Look at what's coming up soon in the chart and use the Daily Tasks List to break down big projects and designate time to work on them. Also, if you have a lot going on one day, don't be afraid to be specific and plan out your day hour by hour to ensure you can finish everything. \*Do your best to estimate how long assignments will take you (overestimating is better than underestimating) and add in other factors like breaks, meals and driving time.

# SUPER SCHEDULER

## Combo Calendar Template

MONTH \_\_\_\_\_

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

\*Semester at a Glance is another great template that is available at <http://sarconline.sdes.ucf.edu/>. It allows you to see all the months of the semester on one page.



