

THREE PART PLANNING

1. Semester Master Plan

- Use a monthly calendar/planner as your Master Plan template.
- In your calendar, record all required duties such as classes, labs, and work schedule.
- Next, add other regular occurring events such as devoted sports/gym time, meetings, etc.
- Always record irregular happenings *as soon as they get scheduled* (i.e. doctor appointments, job interviews, etc.)
- Check syllabus/Canvas for all course expectations and plot all major due dates.

2. Weekly Plan

- Use a weekly calendar/planner for your Weekly Plan

Sun

Mon

THREE PART PLANNING

Monthly Planner						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

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PROCRASTINATION

