Make a Personal Academic Calendar

Planners and to-do lists are effective ways to organize your time. Many types of planners are available in print, digital, and calendar formats. Some people prefer print versions, while others prefer digital calendars or lists. Almost any system will work well if you use it consistently.

Planner Tips

- Know yourself! Different tasks require different mental skills. Some kinds of studying you may be able to do during an afternoon lull, while others need your most alert moments to accomplish. Plan your day accordingly!
- Think about how you can use shorter blocks of time. Some students use their commutes to read or their lunch breaks to work on their homework.
- Think about long-term and short-term goals or needs. Break your big, long-term goals into smaller pieces and schedule time to work on those smaller pieces.
- Don't try to add every single thing! Just add the most important things to keep track of. Make sure you're building in enough time for studying, working, and taking care of yourself and your loved ones!
- Be flexible! Adjust your plans as needed when things come up to support your priorities.

Item Checklist

Plan ahead! Take some time at the start of each term to complete the following steps:

- Look through the syllabus for each of your courses. Add important dates and work periods to your planner or calendar. Add regular due dates and add due dates for big assignments. Add blocks of time to work on big assignments ahead of the due dates.
- Add recurring study time and class meetings to your schedule.
- Be realistic with your allotted study time. A good rule of thumb is to plan 3 hours of learning and studying time for each credit hour of a course, including course meetings. For a 3 credit course you should plan for about 9 hours of work each week.
- Flexibility is key! There may be an instance you will need to block out more time to prepare for a test or complete additional research for a project.
- Add important deadlines from the PSU Academic Calendar such as registration deadlines, university closures or major holidays, and include finals week.
- Think about reminders! A paper calendar might not have notifications, but you can add in reminders for important deadlines the week before the deadline arrives. If you use a digital system like Google Calendar, you can customize event notifications.
- Many students have obligations outside of school. To have a true picture of your schedule, it may be helpful to include work deadlines, doctor's appointments, children's schedules, or any other personal appointments.

Calendar Planner Template

Customize this document as you need. For example, you might want to add dates to the days of the week to help you stay organized, or remove the early morning rows if you will still be asleep. You could also build your planner in your PSU Google Calendar. Simply create an event for each item you wish to add. You can add details, notes, and links in the description field.

Hours	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
6-7 a.m.							
7-8 a.m.							
8-9 a.m.							
9-10 a.m.							
10-11 a.m.							
11-12 p.m.							
12-1 p.m.							
1-2 p.m.							
2-3 p.m.							
3-4 p.m.							
4-5 p.m.							
5-6 p.m.							
6-7 p.m.							
7-8 p.m.							
8-9 p.m.							
9-10 p.m.							
10-11 p.m.							
11-12 p.m.							
12-1 a.m.							