



## How to Set Up a Study/Assignment Schedule

Review your course outlines and schedule all your assignments and tests/exams

Use the [Term Schedule](#) worksheet to map out your 4-month agenda

Assess the amount of time you have for studying. Look at your class schedule, work schedule, activities and other commitments and then look at how much time you have left to study.

Complete the [168 Hour Week](#) worksheet to determine your time commitments!

Identify when and where you study best.

Using the [Weekly Schedule](#) worksheet, write down all upcoming activities (including classes) and then track when and where you study. Adjust your study schedule as needed. If one of your locations has too many distractions (bed! TV!), study somewhere else. Also, if you're always tired after work -- find a time when you are more alert and rested.

Use assignment due dates and scheduled exams as deadlines and break your assignments & study goals into tasks that can be done over a number of weeks

The U of Toronto has an [Assignment Calculator](#) that breaks written assignments into steps and provides deadlines for each step.

Use your schedule, listed due dates, and list of tasks to create a to-do list that you will revise daily and weekly. To-do lists will always need to be revised but try to keep them relatively short.

The [Task Analysis](#) worksheet will help you divide assignments into smaller tasks.

The [Setting Goals](#) worksheet will help you create a specific to-do list.

*You have the tools. We'll help you use them.*