

Transcript: Schedule Your Semester

How to create a plan for your semester

Hello, my name is Shaina and today I will walk you through how to create a schedule for your semester. This is something that will come in handy to help you reduce stress and sort tasks in order of priority more efficiently. You can use whatever technology you wish to do this, such as the calendar on your phone, software such as Asana, a scheduling app, etc.

You can find the links here:

- Asana: <http://www.asana.com/>
- Scheduling Software: http://www.capterra.com/sem-compare/scheduling-software?headline=Top%2010%20Scheduling%20Management%20Software&gclid=CjwKEAjwxurIBRDnt7P7rODiq0USJADwjt5Dedveps_tazh8hOUfVcby0-T-eC5Jelg3IoGN4aN0SRoCwADw_wcB

Step 1

Let's get started. Step one is to create the skeleton for your semester. This will include all your classes, DGDs and labs for the semester.

Classes, DGDs and labs are added in grey to a weekly calendar.

In this example, the calendar has been made using Excel, however there are many different programs you could use to do this. For the sake of this video, I will be using this schedule here as an example. And now we have the skeleton for what the semester will look like from week to week.

Step 2

Next, take the time to read the syllabus thoroughly. Add the deadlines for activities, assignments, and exams. For this video, I have included all the exams and deadlines for this specific biochemistry course.

A list of dates appear for all the biochemistry midterms, laboratory assignments, and homework.

This is an example of what you should do for each class. Make sure you've written down all the deadlines for all of your courses this semester.

Step 3

Now map out when the assignments and midterms are due on your calendar. For this video, I will only be showing the activities to be added for these two weeks [*the week of Monday, January 30th and Monday, February 6th*]. This is an example of what any given week might look like so that you can plan out your whole semester this way.

A calendar for the week of Monday, February 6th has “pre-lab due” and the midterm dates in red added to the previous schedule with the classes, DGDs and labs.

Step 4

Decide what time during the week is the best time for you to work on each of your courses. Block it off in your calendar now for the entire semester.

A different coloured block appears in the schedule for weekly study time for each of the courses.

Then do this for the rest of your classes. In this example, I have put 4 hours of study time aside per class per week.

Step 5

Decide how much time you will need to work on all of the assignments you will have due throughout the year. Fit in the amount of time needed for each assignment and midterm in the slots left. The recommended amount of time is the following: 1-2 hours for pre and post lab quizzes, 8 hours for lab reports, 10 hours of study time for a midterm and 25 hours to write an essay. The best way to do this would be to look at the deadlines for the following week. For example, to find out what to work on this week, take a look at what will be due the following week, that way you can organize your schedule properly.

Calendar of the week of Monday, January 30th switches to the calendar for Monday, February 6th.

In this example, the following week has 3 midterms coming up, 1 prelab quiz and 1 post-lab quiz. This means that for this week, all the extra study time needs to be put into studying and finishing the quizzes.

Step 6

Finally, enter in the time required for personal time, sleep, exercise, employment, down time, eating, and other commitments.

Red blocks appear in the calendar for workout, grocery shopping, and weekend chores.

Note that the schedule I have made here only shows from 8:30 a.m. to 10:00 p.m. That means that 10:00 p.m. to 11:00 p.m. can be used as down time, 11:00 p.m. to 7:00 a.m. as time to sleep and finally 7:00 a.m. to 8:30 a.m. as time to wake up and get ready for the day.

Conclusion

Congratulations! You have now made a schedule for your semester. Remember that this is just a tentative schedule, yours might look a little different and you might choose to prioritize things differently, but as long as you have your semester mapped out, you're ready to go. This will allow you to stay on top of the work that needs to be done and avoid having deadlines creep up on you. Stick to this calendar as best you can and you may observe a significant drop in your stress levels! Good luck in your semester.