Instructions for One-and-Done Academic Time Management Planning Aids

CPR Plan: Weekly Course Preparation and Review Plan

1) Neatly print all of your class times on the calendar in black or dark blue smudge-resistant pen. Use the official designation of the course, i.e., “BS 161”. If you have other required non-academic commitments, you should put them on the calendar as well, but use a different color of pen than you use for your classes.

2) Use a double-pointed vertical arrow, OR highlighter to clearly show the start and end time of each lecture, lab, or recitation. This makes it is easy to see how much time that class fills in your day.

3) For each lecture course, use a highlighter to indicate a 15 - 20-minute lecture preparation period, preferably on the evening before or day of the lecture.

4) Indicate an appropriate time to review each lecture or other session as soon after the class as possible, and preferably before going into another class. Consider using a review time of up to half the time of the class itself. Make it an active review by 1) correlating important or confusing lecture topics with text pages, illustrations, or definitions and examples; 2) noting topics you are confused about, 3) using graphic codes (*, !!!, ?!??) to indicate super-important, surprising, or confusing concepts, etc.

5) In some cases it will not be possible, to fit a preparation and review time into the optimal spot for each class, especially if you work or have a heavy course or activity load. If this is the case, enter a review period a soon as possible after the class but on the same day. Even If you can only find 2 - 5 minutes directly after or on the same day as a class, using that time to write, in 1 to 3 sentences, the most important idea or central points of that lecture, or some other reminder of the topic and content, a brief activity in which you challenge yourself write something in your own words and/or abbreviations will help cement the information in your memory till you have more time to work with it and begin storing it in longer term memory.

6) Display the plan as prominently as possible, to remind you to choose these high-power prep and review times over lower priority activities. A concrete plan hanging
on your wall can be much more persuasive than good intentions that are only in your head.

NOTE: this plan is, of course, NOT the only time you will need to study each course. However, it does help to guarantee you get the most out of every lecture or other class as you possibly can by holding as much new information as possible in your short term memory.

**SAPC**: Semester Academic Priorities Calendar

1) Gather all of your course syllabi (preferably hard copies).
2) Have pen and light, bright-colored highlighters handy.
3) Go through each syllabus, and, on a sheet of note paper, make a CHRONOLOGICAL list of all major assessments such as exams, essays, and large projects, noting which course each is for.
4) Once you have all of the major assessments listed, transfer them to the appropriate dates on the semester calendar (make sure to get new SAPCs each semester. Use the proper course ID and the nature of the assessment i.e., “PSY 101 Exam 1”. Use a single color of ink (preferably black or dark blue), for all assessments.
5) Once you have the calendar filled out, go over it and highlight all of the dates with assessments in a light but bright color, such as yellow, orange, or lime green. Using a light but bright highlighter will allow your ink notations to be easy to read while making all of the important dates stand out at a glance.
6) Hang the calendar in a prominent spot where you will see it every day. This will help you avoid feeling ambushed when you suddenly notice that you have two big exams and a major paper coming up in the next week or two.

Check the CLC’s Workshop schedule at [http://bit.ly/2Mxpd34](http://bit.ly/2Mxpd34) to find workshops that will help you with this prep and review plan, efficient reading, or research-tested study strategies.