WHAT to RECORD

- Appointments
- Homework
- Events
- Deadlines
- Holidays
- Due Dates
- Exam Dates
- Study Groups
- Reviews
- Office Hours
- Task List
- Shopping List

WHEN TO LOOK

- Morning
- During Breaks
- Before doing homework
- At night to plan for next day
- Weeks ahead to plan for upcoming exams and papers

TIPS

- Use a large planner, 8 ½ x 11
- Paste pieces of syllabus in calendar squares
- Use abbreviations
- Highlight Important Items
- Color-Code
- Cross off items as you complete them

VISIBLE REMINDERS

- Hang a big whiteboard or Calendar on your wall
- Use sticky notes (multiple colors)
- Leave yourself notes in obvious places:
  - Bathroom mirror
  - Front door
  - Computer screen