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| Using a Weekly Schedule | **SSC** |

A weekly schedule is an effective tool for setting priorities each week and focusing on tasks that will help you succeed in your classes.

* + Set aside time each week to plan for your next week.
	+ Reevaluate how the schedule is working for you. Make adjustments as you go!
* **Get started.**
	+ Using a pen fill in the days/times you have classes.
	+ Also fill in your work schedule, if you have one.
* **Determine your weekly tasks.**
	+ In the task section at the bottom of the schedule, write down the assignments that are due this week:
		- Graded assignments (homework, projects, papers, etc).
		- Future graded assignments that are coming up & you need to get started on this week.
		- Ungraded assignments (reading, review notes, meeting with professor, going to PASS, Tutoring, or Academic Coaching) help you learn course content and practice your skills in that discipline.
		- Self-Quizzing (SQ) is a way to test your knowledge on the information that you need to learn for your classes. During SQ, develop questions based on your course material and quiz yourself until you know the information without referring back to it. The amount of time spent self-quizzing is the best predictor of how you will do on an exam.
* **Schedule your tasks for the week.**
	+ Schedule time during the week to complete your tasks. You may have to make some adjustments as you go so complete this part in pencil.
	+ Check off the task once you have it scheduled.

The finished schedule should have all of your classes, graded assignments, ungraded assignments, self-quizzing and any other obligations that you would like to include during the week.