

# Introduction to Schedules and Calendars

Schedules and calendars are tools that help you succeed personally and academically at MCPHS. This section of the workbook contains examples of three types of calendars and schedules: a semester calendar, a weekly calendar, and a daily schedule. All three types of calendars and schedules can be used separately or together to enhance your success.

## 1. A Semester Calendar: The “Big Picture”

**Purpose:** A semester calendar will help you see the “big picture” and plan for the semester. For example, you can see whether or not there are multiple tests and projects due in one week, and then adjust your schedule accordingly.

**Benefits:** Many students find that the use of a semester calendar helps them set appropriate and realistic monthly, weekly and daily goals.

## 2. A Weekly Calendar and Daily Goals

**Purpose:** A weekly calendar with daily goals will help you determine your goals and priorities for the week, and then break those down into daily tasks and manageable chunks.

**Benefits:** Many students find that the use of a weekly calendar with both weekly and daily goals helps them keep up with course material while finding time for other activities, such as spending time with family and friends, as well as health and wellness.

## 3. A Daily Schedule

**Purpose:** A daily schedule will help you stay on track towards your goals by providing a structured format to complete specific tasks each day.

**Benefits:** Many students find that the use of a daily schedule helps them keep up with course material while finding time for other activities, such as spending time with family and friends. In addition, large assignments or tasks can be broken into smaller chunks each day to avoid cramming, all-nighters, and unnecessary stress.