

# Creating a Semester Schedule

A semester schedule is something that will certainly serve as a roadmap for you throughout the entire semester and will keep you from getting lost. You will have projects that last throughout the semester, so being able to schedule them over the course of the semester is crucial for successful completion. Being proactive from the start of the semester is key.

## Steps in Completing a Semester Calendar

1. Purchase a regular month-by-month calendar or monthly planner. You can purchase one at any large shopping center, or even in the campus bookstore. It is also an option for you to use an electronic calendar from a word processing program. You can simply print off each month and staple them together. If you are an electronically savvy person, you can use an electronic calendar to keep track of everything, but make sure you will have access to this often throughout the day.

Make sure that your calendar has large enough spaces each day so that you have plenty of room to write in each square.

2. Start by recording the following dates:  
Holidays, school vacation breaks, and any known social, family, and friend commitments  
Midterm and final exam weeks  
Final dates for dropping and adding courses
3. Obtain course syllabi for each course in which you are enrolled and record the following dates:  
Test dates  
Due dates for papers, reports, or other projects  
Other deadlines you set as parts of completing a lengthy project  
**\*\*You might think that this step takes too long, but by taking the hour or two required to complete this part will certainly pay off as the semester goes on. It is great to have all due dates in one spot**
4. Note all work commitments.

## How to Maintain a Semester Calendar

1. Create a system for marking things off as you complete them. This will help you to stay motivated as see you finish things.
2. For those items you are not able to complete, revisit where they may be better placed in the next week.
3. Update your semester calendar weekly.

Adapted from: Louisiana State University Center for Academic Success (n.d.). *Establishing a term calendar*. Retrieved from: [http://appl003.lsu.edu/slas/lsoweb.nsf/\\$Content/Time+Management+Resources/\\$file/EstbATermCalendar.pdf](http://appl003.lsu.edu/slas/lsoweb.nsf/$Content/Time+Management+Resources/$file/EstbATermCalendar.pdf)

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