

How to reorganize over Thanksgiving break

HERE ARE 5 STEPS TO ORGANIZE AND END THE YEAR OFF STRONG!



1.) GATHER YOUR ASSIGNMENTS

Using your syllabus, gather the due dates you have coming up for the semester. This can include assignments, papers, quizzes, test or major projects.

2.) FIND A CALENDAR

You can choose a paper schedule like the example we have from our Academic Coaching team or a digital one like the Google Calendar from your ACC Email address.



3.) INPUT ASSIGNMENTS AND STUDY TIMES

Input the rest of the classes, assignments, and exams due this semester. Be sure to incorporate time for studying.

4.) ADD IN OTHER COMMITMENTS

In the same calendar, make sure to add any other commitments (work, sports, etc...) that will also consume your time. Be sure to add in time for self-care!



5.) STICK TO IT

Stick to your schedule, but give yourself grace if you slip from time to time. Sticking to the schedule you create will help you be less stressed while ensuring you get the things that are due completed.

CLICK THIS LINK FOR AN EXAMPLE OF A SCHEDULE FROM THE ACADEMIC COACHING TEAM!

<https://drive.google.com/file/d/1coT1wGDSzs02Nt5KO77YRafoDaB5bl8V/view>