Getting Control of the Juggle

1. Start with next week. Fill in the dates for the whole sheet. Check the Academic Year Important Dates on the UVic website (www.uvic.ca/calendar) or go to the website at www.uvic.ca and do a search for calendar.

2. Fill in important dates; some examples are:
   - Last day for 100% refund
   - Last day for 50% refund
   - Last day to drop classes without penalty of failure
   - Reading Break
   - Statutory Holidays
   - Last day of classes
   - Exam period

3. Each professor should give you a course syllabus during the first or second class.

4. Go through each syllabus and record significant course events on the Term Calendar, such as:
   - Quizzes
   - Midterm Exam
   - Assignment Due Dates
   - Presentations
   - Etc.

5. As you become aware of future events, record them in your Term Calendar. Include non-academic events that you have planned (e.g. parental visit, ski trip, etc.).

6. Check your Term Calendar often, looking ahead at upcoming events.

7. You can pick up additional Term Calendars at Counselling Services.

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