

Managing Your Time

Using a

QUARTERLY



(MONTHLY)

SCHEDULE

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Why do I need to use a quarterly (monthly) schedule?

A quarterly (monthly) schedule or calendar will provide you with an overview of the entire 3-month quarter allowing you to see the dates of important deadlines or events. This will allow you to plan ahead (and around) and organize yourself to avoid missing important deadlines and events or rushing to complete assignments or prepare for exams.

What do I use for my quarterly (monthly) schedule?

You have many options, but most importantly, choose a style of schedule or calendar that works best for you and that you will use.

OCTOBER 2004						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	NOVEMBER 01	NOVEMBER 02	

The size and cost of a schedule or calendar varies and is an individual choice. Choose one that has enough space to allow you to write what you need. Also, choose one that is relatively easy to carry around with you so that you can check and add to it whenever necessary. Finally, choose one that is easy to use without having to flip through a lot of pages to find what you need. Plan to use only one schedule or calendar. Having multiple schedules or calendars (e.g., one at home and one that you take to school in your binder) will be confusing and create problems. Whether you use pencil or pen is another individual choice.

You can come by the University Tutorial Center, Library Palmer Wing, Room 1039, and get free blank copies of a 11-week quarterly (monthly) schedule or blank monthly schedules. You can buy or make a schedule or calendar on a computer. You might also buy and use an electronic planner or PDA (Personal Digital Assistant).

How do I start my quarterly (monthly) schedule?

Turn the sheet over and look at the sample schedule. Write down University administrative-related, academic course-related, and special personal (non-routine)-related deadlines and events that you need to plan for or around.



University Tutorial Center
John F. Kennedy Library, Palmer Wing, Room 1039—(323) 343-3971

Sample QUARTERLY SCHEDULE

Quarter: Su Fa **Wi** Sp 2005

Write the weeks of the quarter.

	SUN	MON	TUE	WED	THU	FRI	SAT
Week 1		Jan 1 Classes begin	2	3			6
Week 2	7	8	9 No Record drop deadline	10 W period begins			13
Week 3		15 Campus closed—ML King holiday	16	17 Math 102 quiz	18	19	20
Week 4		22 Doctor's appointment @3	23 Hist 202B outline due	24 Spring fee payment begins	25		
Week 5		29	30	31 Psy 150 midterm	Feb 1		
Week 6		5 Register for classes	6 Hist 202b midterm	7 Math 102 midterm	8		
Week 7	11	Pay phone bill	13	14	15 W period ends	16 Campus closed—Presidents holiday	17
Week 8	18	19 Emergency W period begins	20			23	24 Magic Mountain
Week 9		26	27		2	3	
Week 10		5	6 Hist 202B paper due		12-8	9	10 Classes end
Final Exams	11	12 Math 102 final @10:45	13 Hist 202B final @8			16	17

(1) Write down University administrative dates and deadlines, e.g., fee payment, registration, add/drop, holidays, etc.
Source: Schedule of Classes

(2) Write down course dates and deadlines, e.g., quizzes, exams, projects, papers, presentations, weekly assignments, etc.
Source: Course syllabus

(3) Write down special personal (non-routine) events* that you need to plan for or around e.g., bill payments, appointments, trips or outings, weddings, etc.

Use Post-it notes or highlighters (high visibility) for especially important deadlines or events.

Cross out dates after they pass

*Use your judgment on what to write down so as not to clutter your quarterly (monthly) schedule or calendar with routine, day-to-day activities that can go on your weekly schedule. Some activities such as appointments might appear on both schedules.