Here, *assignments* are recorded just as you would tasks on a real job after college. You may prefer to record assignments and due dates for a whole week instead of one day at a time.

One of the most effective, easy to use, and most popular method of tracking and completing college tasks involves the use of a weekly calendar.

WEEKLY CALENDAR BOOK			WEE	WEEKLY CALENDAR BOOK			
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n class	8 _sleep in	8 <u>chem class</u>	8 _study math	8 _chem class	8 <u>study math</u>	8 <u>cher</u>	
chem notes	9 _sleep in	9 _redo chem notes	9	9 <u>redo chem not</u>	9	9 <u>redo</u>	
sh class	10 <u>review litnotes</u>	10 English class	10 wash clothes	10 English class	10 grocery shop	10 <u>Engli</u>	
literature	11	11 _read literature	11 _bio class	11 _read literature	11bio class	11 <u>read</u>	
					<u> </u>		

- 1. Time schedules **restrict you No way!** It Wbl Marestrict you you control it 100%?
- 2. I can't do what I need to do if I schedule everything. Absurd! You decide what to include in your schedules & lists. A schedule contains only what *YOU* put there. It is a tool for keeping track of what you need to do