

MAKE A PLAN

List exams, projects, and papers next to their due dates. Then, list specific tasks that help you prepare.

Day	What is due?	What's your plan?
Wed., 5/1		
Thu., 5/2		
Fri., 5/3		
Sat., 5/4		
Sun., 5/5		
Mon., 5/6		
Tue., 5/7		
Wed., 5/8		
Thu., 5/9		
Fri., 5/10		

SAMPLE STUDENT PLAN

Note how they plan to study for short periods over multiple days and submit exams early when possible.

Day	What is due?	What's your plan?
Wed., 5/1		Study Accounting – 1 hr./day Auditing– 1 hr./day
Thu., 5/2		Review HR presentation
Fri., 5/3	HR Final Presentation due at 11:00 a.m.	Study for communications Present HR Final
Sat., 5/4		
Sun., 5/5		Take Communications Exam
Mon., 5/6	Communications Exam due at 11:59 p.m.	Take Auditing Exam
Tue., 5/7	Auditing Exam due at 11:59 p.m.	
Wed., 5/8		Take Accounting Exam
Thu., 5/9	Accounting Exam due at 11:59 p.m.	
Fri., 5/10		