Every good time management system includes three parts: 1) a **quarterly calendar** with all major and minor deadlines, 2) a **weekly schedule** of activities and study time, and 3) a weekly or daily **task list** to manage tasks. The three parts work together to help you manage deadlines, time, and tasks. Your Quarterly Calendar will keep your deadlines in view—and you'll be more prepared for papers and exams.

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
FINALS						