

Manage Your Time: Get the Big Picture

Example Class Organizer

Review your syllabus and other course materials; use this tool in conjunction with the semester and weekly calendars to never miss a deadline.

- At the beginning of the semester, review your syllabus and other course materials.
- For each class, fill out a Class Organizer to list due dates for all assignments, quizzes, and exams.
- Keep track of your grades and note any special requirements

Course - Section	Instructor	Class Location
CAS 1001	Dr. Mike Tiger	MW:B-31 Coates; F:Zoom
Office Hours	Email	Class Days
T,Th 2-4 PM (Zoom)	cas@lsu.edu	MWF 1:30 PM

ASSIGNMENT	DUE DATE	DONE?	GRADE	COMMENTS
Homework 1	Aug 31	✓	9/10	On Moodle
Quiz 1	Sept 14	✓	25/30	
Moodle Discussion 1	Sept 28		1/0	
Exam 1	Oct 5		1/00	

— — — Once Class Organizers are completed, use the free CAS Semester Calendar to form the big picture. — — —

Example Semester Calendar

Review your class organizers and other course materials to organize due dates and plan your semester.

- Write down each exam, quiz, project and paper due dates from your Class Organizers.
- Add in social and organizational commitments.
- Store this calendar in a digital or physical place that you will access regularly.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Classes Begin 23	24	25	26	27	28	29
30	Drop no W, 4:30pm 31	Add course/change section/grade exclusion, 4:30pm 1	2 MATH: Quiz	3	4 Cousin's Wedding	5
Holiday 6	CAS Workshop 7	CAS Workshop 8 BIO: Quiz	9	10 ENG: Paper	11 Home Game	12
13	14 CAS: Quiz	15	16	17 MATH: Exam	18	19