

How to Manage Your Calendar

As a student, you have a lot on your plate. Between classes, homework, extracurricular activities, and social events, it can be difficult to keep track of everything. Here are some suggestions for how to manage it all in your calendar:

1. **Start by creating a comprehensive calendar.** This should include all your important dates, such as class schedules, exam dates, and due dates for assignments. You can use a physical planner, a digital calendar, or a combination of both.
2. **Set reminders for yourself.** This will help you stay on top of deadlines and avoid forgetting about important events. You can set reminders on your phone, in your calendar, or in an app like Todoist or Asana.
3. **Prioritize your tasks.** Not all tasks are created equal. Some are more important than others. When you're planning your schedule, make sure to prioritize your tasks so that you're working on the most important things first.
4. **Leave some buffer time in your schedule.** Things don't always go according to plan, so it's important to leave some buffer time in your schedule. This will give you some wiggle room if you run into unexpected delays.
5. **Be flexible.** Your schedule is not set in stone. Things will change, so be prepared to adjust your schedule as needed.

Want to learn more? Check out the [Toolkit Series](#) self-guided workshop on [Time Management](#) and [register for the live session](#) on [Time Management and Prioritization](#).