

## Put These Items in Your Calendar

- **Class schedules:** This is an obvious one, but it's important to have all your class times and locations in one place so you don't miss anything.
- **Assignment due dates:** This is also essential for staying on top of your schoolwork. Make sure to add all your due dates to your calendar, including papers, exams, and presentations.
- **Meetings and appointments:** If you have any regular meetings or appointments, such as with your advisor, professor, or tutor, be sure to add them to your calendar. This will help you avoid double-booking yourself or forgetting about important appointments.
- **Deadlines for financial aid, scholarships, and other applications:** If you're applying for financial aid or scholarships, be sure to add the deadlines to your calendar so you don't miss them.
- **Social events and activities:** If you want to make sure you don't miss out on any fun events or activities, add them to your calendar. This could include campus events, performances, sporting events, or RSO meetings.
- **Personal milestones:** If you have any personal milestones coming up, such as birthdays, anniversaries, or holidays, add them to your calendar so you can celebrate.
- **Time to study:** If you know you have a big test coming up, add a reminder to your calendar to study for it.
- **Time to relax:** It's important to take breaks and relax, so add some reminders to your calendar to do something fun or relaxing.
- **Time to get organized:** If you're feeling overwhelmed, add a reminder to your calendar to get organized. This could mean cleaning your room, organizing your notes, or creating a to-do list.

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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](#).