Use the free CAS Semester Calendar to form a big picture. This calendar has many of the important dates you need for effective planning (e.g. holidays, drop/add dates and exams, etc.).

1. At the beginning of the semester, write down each exam, quiz, project, and paper due date from your class syllabi.

2. Add in social, family, and work commitments.

3. Color code important items, such as exams, or organize event type by color.

4. Post the calendar in an area where you can view it regularly.

You can also create a weekly calendar that shows more detail. It is the perfect way to schedule in focused study sessions, group work, and organization time.

**SEMESTER CALENDARS ARE AVAILABLE FREE FROM THE CAS OFFICE!**