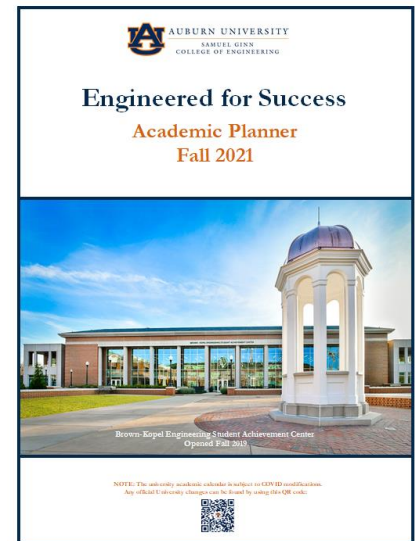


How to Use an Academic Planner

Keeping track of everything you have to do in college can be overwhelming. Between your classes, social events and extracurricular obligations, you now have multiple layers of responsibility. Developing a system to keep track of these layers is paramount to your academic success and a key contributor to keeping your stress levels lower.

At Auburn University, you are provided with tools to track your assignments (Canvas, Advise Assist, Outlook calendar, etc.), but these tools don't help you see the "big picture" each semester.

Because your assignments are listed on your syllabus, in Canvas or on an external website, you must go to several separate places to learn when something is due. While it's great that these resources are available, how the assignments and assessments from all of your classes intersect is often unclear. Without having all assignments in one central location, you can't see when multiple things are due in the same week, let alone on the same day! This is why a planner is a must. You may pick up a **free** planner from Engineering Student Services while supplies last. 1155 Brown-Kopel Student Achievement Center.



I have my Engineered for Success Academic Planner. Now what do I do?

1. Map Out the Entire Semester

- Transfer deadlines from all syllabi onto the corresponding monthly view. Include all homework, projects, tests and other work due. Write everything down.
- Transfer all other non-academic commitments to each corresponding monthly and weekly view (sports, extracurricular obligations, part-time job, etc.).
- Be sure to include your final exams.

2. Every Sunday, sit down and map out the next two weeks

- First, update the monthly view for the next two weeks. What has been added, deleted or changed?
- Second, use the weekly view behind the monthly view pages to map out all assignments and obligations for the next two weeks – organize what you have going on each day and make adjustments for any changes in assignments or due dates!
- Use pencil so that you can adjust when assignments are deleted, changed or added.
- Always predict out two weeks each Sunday on both the monthly view and the weekly view – this way you won't be caught off guard with an assignment you forgot or one which was scheduled at the last minute.



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