COMMUNITY OF *CARE*

TIME MANAGEMENT PLANNER

Plan your time. Protect your priorities.

Name	
Semester	
My academic goal	

Start with *CARE.*

You don't have to know where to go. | brescia.edu/CARE

Semester-at-a-Glance

Add major exams, papers, projects, presentations, registration dates, appointments, and other commitments before the semester gets busy.

Date / Week Due	Class	What's Happening?	Prep / Next Step

Weekly Time-Block Calendar

Step 1: Add commitments (class, practice, games, work). Step 2: Add study blocks. Step 3: Add meals, sleep, travel, and personal time.

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
6-7							
7-8							
8-9							
9-10							
10-11							
11-12							
12-1							
1-2							
2-3							
3-4							
4-5							
5-6							
6-7							
7-8							
8-9							
9-10							
10-11							
11-12							

Calendar Color Codes

Use colors to easily understand your schedule. Color the code the items below and add any additional you need.

Class 1	Class 2	Class 3	Class 4	Class 5	Class 6
Practice	Games	Meals	Activity	Study	Homework
Sleep	Events	Travel			

This Week's Priorities

TOP 3 PRIORITIES	THINGS I CAN'T FORGET	CARE CHECK-IN
1. 2. 3.	• • •	Do I need help with anything this week? Who can I contact? My next step:

Assignment & Exam Tracker For the Week

Course	Task	Due	Importance	First Step	Points Worth

Work Backward From the Due Date

Big assignments feel smaller when you decide what getting it completed requires and schedule the steps before the deadline.

When	Milestone	My Plan
Due date	Submit / present	
1 day before	Final review / revise	
2-3 days before	Complete full draft / practice	
4-7 days before	Research / problem set / build	
1-2 weeks before	Outline / gather materials	
Today	Choose the first small step	

When Everything Feels Urgent

1. Write down everything. You do not want to forget something important.

2. Note what assignment has the nearest deadline or biggest grade impact.

3. Pick ONE task you can start in the next 10 minutes.

4. Schedule the next step instead of waiting to 'find time.'

5. Ask for help early: professor, advisor, tutor, Student Success, or another CARE resource.

Feeling overwhelmed? Start with *CARE*. brescia.edu/CARE