Top tips for
staying organized

DURHAM COLLEGE
SUCCESS MATTERS
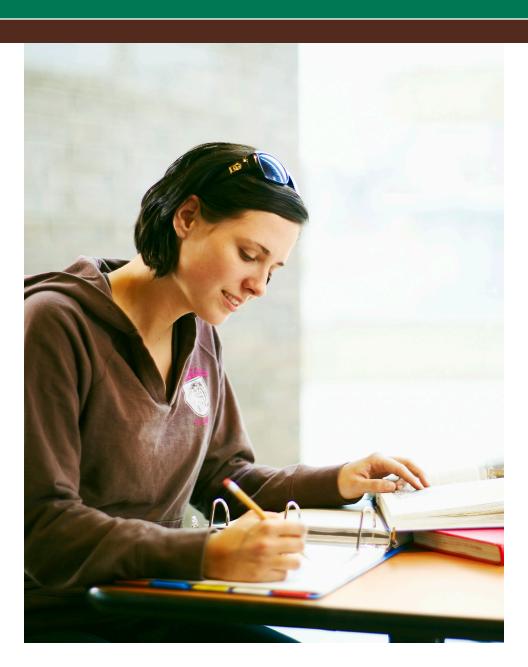
Top tips for staying organized

Are you afraid of missing a due date? Do you want to better manage your time?
The tips below will help you create a map of test and assignment due dates for the entire semester to help you organize your schedule, combat procrastination and reduce stress.

GET STARTED
Use your Durham College (DC) student handbook or a large four-month calendar to record the information you will need to map your semester. Make an appointment with a Learning Skills Advisor at Student Academic Learning Services (SALS) to help you get started.

COLLECT INFORMATION
Access your course outlines
All DC course outlines can be accessed via your DC Connect homepage under the Links and Resources tab or through MyCampus. Select your term and school to ensure you find the correct and most up-to-date documents.

Get information from your course instructor
In addition to course outlines, instructors may provide important due dates via your DC Connect course homepage, a hard copy document or verbal instructions in class. Don't forget to record contact information for each of your instructors and check DC Mail and DC Connect daily for updates and changes.

CREATE CALENDAR ENTRIES
Include details
When creating entries, write neatly and include the course name, time and location for tests and assignments. Indicate whether you are to submit the assignment online or in hardcopy format, and don't forget to include how much each test and assignment is worth. A sample entry is as follows:

> BIOL 1301: In class Test 1 (18%)
> Cells, Tissues & Cell Division
> 12-1 pm, SW 209
>
> GNED 1400: Assignment 1 (15%) Due at
> 11:59 pm in DC Connect dropbox

Colour code your courses
To prevent confusion, use a different colour for each course or come up with your own method for identifying your courses.

Break tasks into smaller chunks
It is important to not only record final due dates, but to also schedule time to complete assignments and study for tests. For example, if you have an assignment with a research component, schedule time to complete this research and mark the time in your calendar.

Include other commitments (optional)
Mapping the semester could also include non-academic commitments (e.g. jobs, appointments, family, etc.) that you may have to work around.

USE YOUR PLANNING TOOL CONSISTENTLY
Do daily checks
Review your DC student handbook or calendar frequently so you don't miss out on important reminders or upcoming due dates.

Make updates as needed
Be sure to record new due dates as they are assigned or modify existing due dates if you are notified of any changes.

Keep it with you
Keep your DC student handbook or calendar with you so that you can refer to it often. In addition to a hard copy, use your phone to take a picture of it so that you always have a copy on the go.

Consider using other organization tools
You may prefer to explore other time-management tools such as online calendars (e.g. Outlook or Google Calendar) or smartphone apps (e.g. Wunderlist or aCalendar).