

## WINTER 2019 END OF SEMESTER PLANNER

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
<b>Mar 24-30</b> 11	24	25	26	27	28	29	30
<b>Mar 31- Apr 6</b> 12	31	1	2	3	4	5	6 Last day for in class tests
<b>Apr 7- 13</b> 13	7	8	9	10	11	12	13 Last regular classes
<b>Apr 14-20</b>	14	15	16 Final exams begin	17	18	19 UNIVERSITY CLOSED	20 UNIVERSITY CLOSED
<b>Apr 21-27</b>	21 UNIVERSITY CLOSED	22 UNIVERSITY CLOSED	23	24	25	26	27
<b>Apr 28- May 4</b>	28	29	30	1	2	3	4
<b>May 5 - 11</b>	5 Last day of exams	6	7	8	9	10	11
					<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>Summer 1 begins May 6, 2019</b> </div>		

# HOW TO USE THIS PLANNER

1-Check your final exam schedule, course outlines and/or MOODLE for:

1. due dates for projects, assignments, essays, presentations, etc.
2. dates for final “in class”, take home and final exams.
3. times and locations of review sessions, tutorials, etc.

2- Also check due dates for any incomplete work/deferred exams from other semesters.

3- Mark all information on the calendar with %, # of pages, or other important details.

4- Look at the big picture. Decide on a strategy.

- a. Will you do several things at the same time?
- b. Will you get through one or two things, and then work on the next one or two things?

5- Considering your whole schedule; plan to start things early enough to allow for work completion.

(Remember that new material will be covered right until the last week so readings, labs, assignments need the usual attention and time.)

6- Break the task/project/study material down into parts or steps. Make a “to do” list.

7- Make your plan specific.

- a. What do you need to do this day/week to hit your target?
- b. What step/part of the project will be completed by which date?

**If you would like some help planning and organizing your end of semester workload, or are interested in improving your study or exam taking strategies, essay writing strategies, or other academic skills, you can make an appointment to consult with a Learning Specialist at: H-440 SGW or AD 103 or call 514 848 2424 x3291**