

MANAGE YOUR TIME WISELY!

Before the semester gets too far underway, list out ALL tests and papers. Then add in sub-deadlines (drafts, tutor meetings, talks with professors).

	A	B	C	D
1	Week	Ancient Roman Art (Wed)	Early European PoliThought (Tues)	<i>sub-deadlines</i>
3	2			
4	3			
5	4			<i>discuss <u>Roman</u> topic w/Prof</i>
6	5	Paper topics due/ Midterm	Midterm (in class writing)	
7	6			
8	7			
9	8	spring break	spring break	
10	9			<i>pick topic for short essay - contact writing studio</i>
11	10			<i>meet with tutor with <u>European</u> draft. Research done for <u>Roman</u> paper</i>
12	11		short essay due	<i>meet with tutor for final go-through before handing in short essay.</i>
13	12			<i>end of week - initial draft of both papers</i>
14	13			<i>meet with tutor for each paper (2 visits?)</i>
15	14			<i>revise both - meet with tutor again for <u>Europe</u> paper</i>
16	15		final essay due	<i>meet with tutor for final go through on <u>Roman</u> paper</i>
17	16	final exam/ final paper due		
18	crit week			

(You don't have to use Excel – The Writing Studio Coordinator is just a bit of a geek)