

# Hitting the Ground Running

If you are new to the [UChicago](#), you will soon find that the quarter system moves quickly. Get yourself off to a good start with the following three step scheduling plan to hit the ground running.

## **1st: Overview Your Quarter** use [ASAP Quarter Overview](#)

Fill Out the Quarter Schedule Including

- Due Dates for Papers, Exams, Quizzes, Problems Sets, Labs, Paperwork for Internships, etc.
- Dates for Extra-Curricular Events, Job Fairs and Interviews
- Days Off and Prior Commitments

Post Your Quarter Schedule Somewhere Visible

- For example, you could post it above your computer or keep it in your date book.

## **2nd: Make a Weekly Task List:** use [ASAP Task List](#)

Include these Activities:

- Time Off including Lunch, Dinner, Sleep, Travel Time, TV, Chores
- Self-Care: Time for Yourself to socialize, exercise, engage in your “go-to” stress management strategy, and to pursue a hobby.
- Private Commitments: Church Services, Tutoring or Counseling Sessions
- Planning and Organizational Time
- Class Time, T.A. hours, Lab Time
- Study Time for Each Class (20-30 minutes before and after class).

## **3rd: Make a Blueprint for the Week** use [ASAP Weekly Overview](#)

Create a Blueprint for the Typical Week

- Use your task list to fill out a weekly schedule. This is a great sanity check. If you planned to study 40+ hours per week, you might find that you cannot fit it in. If you've planned too much, revise your plan now until everything fits. Include self-care with any academic schedule study schedule you create: self-care is imperative for academic success.

Keep This Schedule With You:

- For example, you could post it above your computer or keep it in your date book.