**BIG PICTURE MAPPING**



For each semester map out the next four months:

* **DEADLINES:** Find all the critical deadlines from each course outline (assignments, tests, presentations, etc) and add them to the Big Picture calendar.
* **IMPORTANT DATES:** Write down important university dates – start/end of classes, final exam period, course add/drop deadlines, etc.
* **KEEP IT SIMPLE:** Include just the key information – consider using an agenda/day planner for day-to-day task lists and assignment/test details.
* **FREE TIME:** Highlight times when there are no classes: e.g., Holidays, Reading Week, Winter Break, etc., seeing that a small break is coming may help with motivation to complete current tasks.
* **FUN TIME:** Write down important personal events that are happening during the semester, especially enjoyable activities that are part of your self-care.
* **IN PLAIN SIGHT:** Keep the Big Picture calendar in a place where you can see it and refer to it easily (such as a wall in your home study space).

Also consider:

* **COLOUR-CODING:** having each course a different colour, creating an additional visual cue.
* **VALUES:** including the value (% towards final grade) for each assignment/test/etc. can help with prioritizing tasks when there are multiple things due.
* **DONE:** cross/check off days/assignments when completed, this shows your progress (and it is very satisfying to cross something off our task lists!).

SAMPLE

