SYLLABUS WEEK CHECKLIST

Start your semester off right!

☐ ORGANIZE YOUR TIME

⇒ Use a semester calendar to help you plan ahead for your assignments and exams.
   Semester Calendar

⇒ Utilize weekly schedules or to-do lists to help you stay up-to-date on your work.
   Task List/Weekly Schedule

⇒ Choose a place to write down class information such as class location, office hours, and grade breakdowns to always have on hand.
   Semester at a Glance

☐ PREPARE FOR CLASS

⇒ Make sure you have all of your books and materials

⇒ Decide how you are going to organize your notes

⇒ Determine where you are going to study

☐ CONNECT WITH OUTSIDE RESOURCES

⇒ Meet with Professors and UTAs

⇒ Identify resources on campus
   Campus Resources

asundergrad.pitt.edu/study-lab