Start by organizing each class on one page by using your course syllabi to capture important information and see what components are in-person or virtual. This gives you something to reference if you get stuck!

**PRO TIP!**
Don't duplicate any skill or tool you use that is already working! These are ideas to get you started and make your process even better!

Then use the course schedule to track all important assignments, exams, and projects. This allows you to have a 2-page guide to the semester and make a plan for busier weeks.

Lastly using what you know about the class, and when due dates are make yourself a weekly schedule to prioritize your work and reduce stress. Be sure to add class times, work, time to study/do homework, and activities you want to do.