

Course: _____

Day/Time: _____

Instructor: _____

Office Hours: _____

- Keep a copy of this organizer for each class
- Cross off tasks as they are completed

Homework		
Due Date	Description	Specific Tasks
Labs		
Due Date	Description	Specific Tasks
Papers/Projects		
Due Date	Description	Specific Tasks
Quizzes		
Date	Topics to Study	
Exams		
Date	Topics to Study	