

SEMESTER PLANNING

A **semester planning** or term planning is a long-term planning that will give you an **overview** of everything the coming semester will throw at you.

Making a term planning is useful because it will allow you to anticipate busy and less busy weeks, to plan in internship periods, to plan for exam study and longer project work for courses.

How will you proceed?

Note down all important deadlines. Add to this work overview during term.

Lecturers will often indicate in the first lesson of term when certain projects, group assignments or longer tasks have to be submitted. Often there is also a timing in the Study Guide for the course. Put this into your planning immediately.

Are you suffering from procrastination tendencies? Note down the deadlines one day earlier in your diary. In this way you can give yourself a margin to hand in.

