# Centre for Academic Development

Semester planner

A **semester planner** is good for seeing an overview of when your busy weeks may occur. It helps you to remember all of your deadlines and to plan ahead so you can work on your assignments in stages each week.

Using the semester planner

* Enter in all of your assignment deadlines for each of your modules
* Then break your assignments into stages (e.g. planning, researching, writing, checking)
* Plan backwards from your final deadlines and set yourself mini deadlines for starting each stage of your assignments
* If most of your deadlines happen in the same week, plan to start and finish some of your assignments earlier to give yourself enough time

Scroll down for the semester planner template

The semester planner below contains dates for **Semester 2 (January - May 2024)**

The latest version of this planner is always linked to on our

 [Time Management resource page](https://www.brookes.ac.uk/students/academic-development/online-resources/time-management/)

| **Semester 2 (January - May 2024)**  |
| --- |
| **Week** | **Module** | **Module**  | **Module** | **Module** |
| **1****29 Jan** |  |  |  |  |
| **2****5 Feb**  |  |  |  |  |
| **3****12 Feb** |  |  |  |  |
| **4****19 Feb** |  |  |  |  |
| **5****26 Feb** |  |  |  |  |
| **6****4 Mar** |  |  |  |  |
| **7****11 Mar** |  |  |  |  |
| **8****18 Mar** |  |  |  |  |
| **Easter****25 Mar** |  |  |  |  |
| **Easter** **1 April**  |  |  |  |  |
| **9****8 April** |  |  |  |  |
| **10****15 April** |  |  |  |  |
| **11****22 April** |  |  |  |  |
| **12****29 April** |  |  |  |  |
| **Exams****6 May** |  |  |  |  |
| **Exams****13 May**  |  |  |  |  |