

The Synoptic Overview

A good antidote to stress



Université du Québec
en Abitibi-Témiscamingue

This is a schedule for the 15 weeks of each session (**see example**). (You must include all your courses on one 8 ½ X 14" sheet of paper.)

For each course :

- **Identify the course** (title, course number, professor).
- **Take inventory of all tasks for this course** (planning, revision, reading, research, writing, exercises, study, correction...).
- **Estimate the number of hours to dedicate to these tasks each week.**
This is hard in the beginning, but it becomes a habit. Don't forget that a task always takes longer than you think it will.
- **Use color to make different forms of evaluation stand out** (exam, homework, schedule, simulation, oral presentation...). Write down the percentage of each evaluation.
- **Add up the total study hours per week for all courses. This will show you the number of hours per week that you must dedicate to your studies.** This will allow you to limit your other activities, such as work, during periods of intense study.
- **Highlight these periods of intensive study** (example: more than 25 hours of study per week).
- **Make a legend or key** if necessary.
- **Draw a line through each completed week.** You'll feel relived and motivated to continue.

***Don't forget to plan for 9 hours per course
(3 hours in class + 6 hours study time).***

Month	January			February			March					April				
Week/date	1 1/11	2 1/18	3 1/25	4 2/1	5 2/8	6 2/15	7 2/22	Spring Break 3/1	8 3/8	9 3/15	10 3/22	11 3/29	12 4/5	13 5/12	14 5/19	15 5/26
Tasks	UNIVERS SOCIAL ET DIDACTIQUE											DID2222		J.Tremblay		
Reading/preparation	3ch1-2	3ch1-	3ch3-	2ch5-6	2ch 7-	1ch 8	3ch9-	2	2	2	2	2	2	2	2	
Portfolio	3 plan	2 wr	2 wr	2 wr	2 wr	2 wr	2 wr	2 wrac	2 st	2 wr	2 wr	2 wr	2 wr	2 wr	2 wr	2 due 25%
Action plan				1subject	1							write	write		3correc	2 due 25%
Exam (2)					2	4	40%						2study	2study	10%	
Estimated Study Hours	6hrs	5hrs	5hrs	5hrs	7hrs	7hrs	4hrs	4hrs	4hrs	4hrs	4hrs	4hrs	6hrs	6hrs	7hrs	4hrs
Tasks	ATELIER D'EFFICIENCE COGNITIVE											EDU 2530		L.Lavoie		
Reading	L(1hr)	L	L	L	L	L	L	L	L	L	L	L	L	L	L	
Diagnostic/Journal	Write(3)	Rd10%	Rjb15%	R	R	R	Rjb15%	R	R	R	R	R	R	R	Rjb10%	
Overview/schedule			3	Due 10%												
Study tasks/assessment														20%		30%
Estimated Study Hours	4hrs	4hrd	5hrs	4hrs	4hrs	4hrs	4hrs	4hrs	4hrs	4hrs	4hrs	4hrs	4hrs	6hrs	6hrs	3hrs
Tasks	Course											Course Number				
Estimated Study Hours																
Tasks	Course											Course Number				
Estimated Study Hours																
Tasks	Course											Course Number				
Estimated Study Hours																
Total Study Hours Per Week	10hrs	9hrs	10hrs	9hrs	11hrs	11hrs	8hrs	8hrs	8hrs	8hrs	8hrs	8hrs	10hrs	12hrs	13hrs	7hrs