

Steps to Making a Bird's Eye Plan

- Gather syllabi & other places your commitments are written
- On the bird's eye calendar,
 - List all exams, paper & project deadlines
 - Add weekly reaction papers, p-sets, quizzes, etc.
 - Block out days when work is unlikely (holidays, friends visiting, weddings, etc.)
- Add a plan
 - Create early deadlines for deliverables whenever possible
 - Space your deadlines apart
 - Starting at each of your new deadlines, plan the steps back to the beginning

More Planning Tips

- Rewrite **tomorrow's plan** the night before, with one "must do"
- **Make steps** active and specific
- Allow **2-3X more time** for projects than planned
- **Create routines**
 - Bedtime
 - Morning
 - Study
- Create **structure** (especially on "free" days)
- Be clear when you're "**on**" or "**off**" **duty**
 - Date night
 - Friends & family
 - Whatever