
Tips for Managing Your Coursework

As you have already learned, you will use a number of systems throughout your medical education and will need to balance coursework for several courses at once during each semester. Creating a routine will help you identify where to focus your time and energy.

Please understand that there is no one approach guaranteed to work for all students since everyone has different preferences and specific needs. You will need to tweak these suggestions and try different things to identify which tools and routines work best for you.

Best Practice: Focus on Habits & Create a Routine

1. Weekly: Set aside some time to plan for the coming week. Many working professionals choose to do this on Friday afternoon for the next week, but you can schedule this whenever is best for you. In your routine, include the following steps:
 - a. Identify deadlines for the coming week and make sure they are in your calendar
 - b. Create your schedule for the week, including scheduled class sessions, other commitments you may have, and identifying time for study and other important priorities (wellness or social activities, etc.)
2. Daily: Throughout the week, check your one45 calendar/schedule each evening for the next day to identify what you might need to finish or prepare for the day ahead. Check Brightspace for announcements and instructions from your Block Chairs. Create a to do list for the next day and identify how you will spend your time.
3. At least once or twice a day: Check your email for notices and updates. If something takes less than 2 minutes, go ahead and do it. If it will take longer, identify when you would prefer to complete the task, making sure to account for any deadlines, and add it to your to do list.

Use a Calendar

Digital calendars can be easier to manage than paper ones since schedules often change. On your calendar, include any item that needs to happen on or by a specific date and time. This might include:

1. Assignments/Quizzes/Exams
 - a. Check Brightspace Deadlines
 - b. Add Clinical Reasoning casework due dates (in the course syllabus)
2. Class sessions (sync your one45 calendar to whatever calendar you will use)
3. Other events and commitments you make (interest groups, study dates, social commitments, etc.)

Use a To Do List

For anything that is not time-bound, or not due immediately, start a task list. This can be an app on your phone, a notebook or a piece of paper, whatever you prefer.

Above all else, remember: any system you choose will work if you regularly check and use it.