Instructor Guide for
Personal Academic Schedule

(SPARK >> Getting Started >> Time Management)

NOTE: The Personal Academic Schedule is particularly valuable when used in combination with the "Assignment Task Checklist" resource, in order to schedule tasks into specific time slots. Both resources are most effective when periodically revisited.

Skills Addressed
- producing higher quality academic writing and decreasing stress by developing ability to:
    - plan more realistically
    - break a task into subtasks
    - spread the workload out across time
    - prioritize and balance work requirements
    - develop supportive work routines to foster productivity

Suggested Uses
☑ **Independent student use**: Ask/ suggest that students read resource on their own and decide for themselves when/ if/ how they will use resource

☑ **Instructor-led Discussion**: Devote lecture/ tutorial time to describing the resource, its purposes and uses, and/or incorporate description and use of resource into broader discussion focusing on building the skills the resource targets

☑ **Small Group Discussion**: Use to stimulate informal class/ tutorial discussion, and/or small group discussion

Feedback / Evaluation Options
☑ **Personal reflection and/or self-assessment**

☐ **Informally, in small group discussion**: Assign to students to complete for sharing and discussion in small groups

☐ **Peer Evaluation:** Assign to students to complete independently, for more formal peer evaluation

☐ **Instructor Evaluation:** Assign to students to complete independently, or as one stage of a larger assignment, and hand in for formal instructor evaluation

☐ **Tracking Completion without Evaluating:** Assign to students to complete resource independently (on an ongoing basis, or at specific, appropriate times during the course), then hand in to instructor to track completion without assigning a specific grade to any individual completed resource