

Semester Schedule

Winter Semester 2020

Instructional Period: November 2, 2020 - February 12, 2021 | Period for Examinations and Internships: February 15 – March 31, 2021:

Week	Studying	Employment	Socializing	Free Time
November 2 - 8, 2020				
November 9 - 15, 2020				
November 16 - 22, 2020				
November 23 - 29, 2020				
Nov 30 - December 6, 2020				
December 7 - 13, 2020				
December 14 - 20, 2020				

December 21 - 27, 2020	Christmas Break			
Dec 28 - January 3, 2021	Christmas Break			
January 4 - 10, 2021				
January 11 - 17, 2021				
January 18 - 24, 2021				
January 25 - 31, 2021				
February 1 - 7, 2021				
February 8 - 14, 2021				

February 15 - 21, 2021				
February 22 - 28, 2021				
March 1 - 7, 2021				
March 8 - 14, 2021				
March 15 - 21, 2021				
March 22 - 28, 2021				
March 29 - April 4, 2021				

Instructions:

1. Collect all important study-related dates and related tasks for the current semester and enter them into the corresponding week in the “Studying” column! This can include deadlines for work to be done, dates for presentations, important one-off events, “block seminars”, end dates of library lending periods, registration and other organizational deadlines, examination dates, dates for consultations, recurring dates for group work, etc.
2. Collect all important dates in other areas of your life that will happen during the semester and assign them to the corresponding columns “Employment”, “Socializing” and “Free Time” and to the respective week.
3. For deadlines that require time for preparation, write down which week you want to get started.
4. Also plan for rewards after tasks have been completed in your semester schedule.
5. Display the semester plan in a clearly visible spot at your workspace. Cross out completed tasks and mark upcoming tasks according to their urgency.
6. Update your semester schedule whenever new deadlines come up during the semester or if you notice that you finished tasks faster or will need more time. Highlight urgent tasks if you are behind and re-prioritize.
7. Use the semester schedule as a basis for the creation of your weekly schedules.