

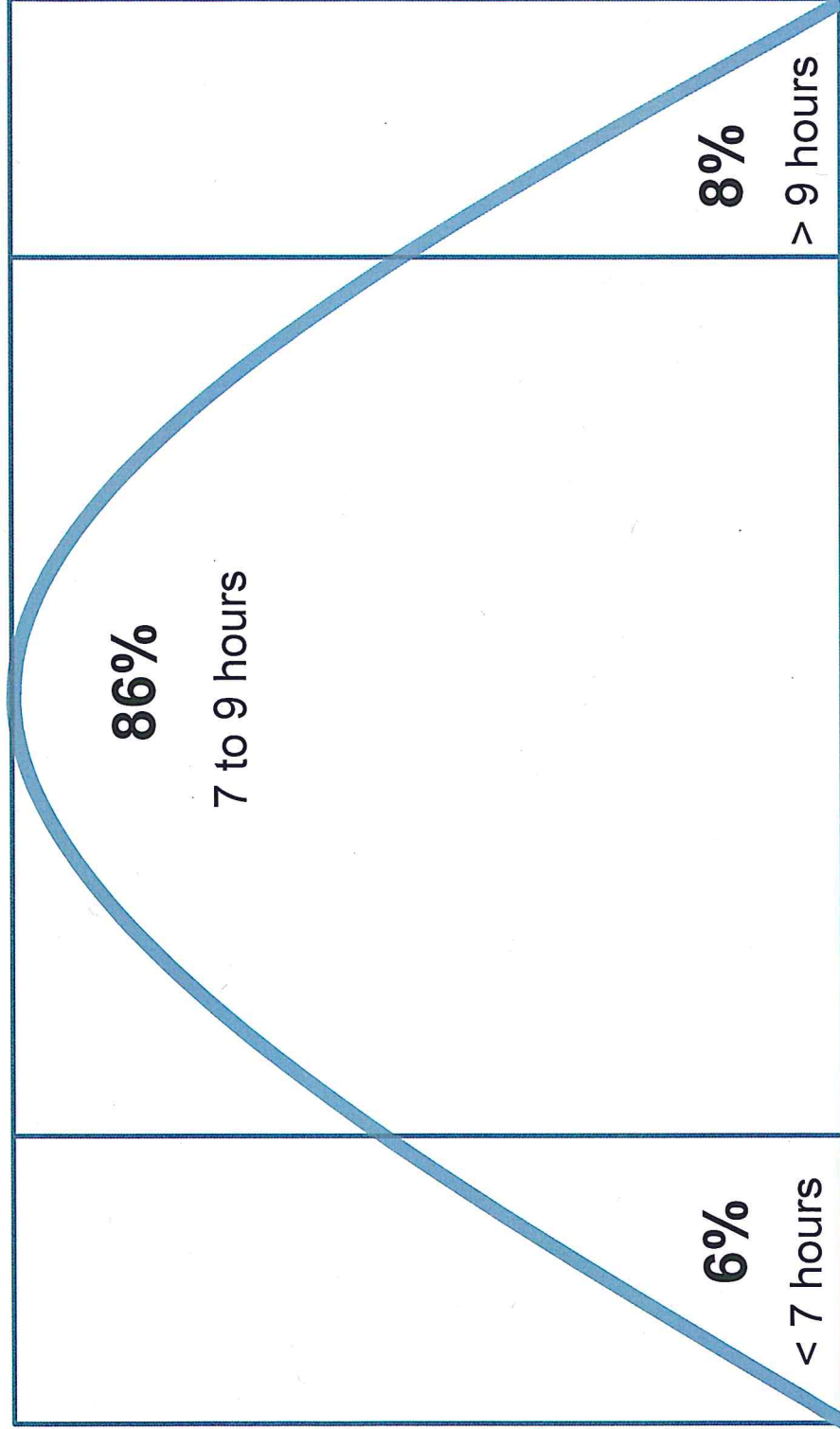
Rhythms of Fall Term for Faculty, 2014

FP	8/18	8/19	8/20	8/21	8/22
FP	8/25	8/26	8/27	8/28	8/29
FP	9/1 Orientation Begins	9/2	9/3	9/4	9/5
1	9/8 Classes Begin	9/9	9/10	9/11	9/12
2	9/15	9/16	9/17	9/18	9/19 Clifford Symposium End Add Period
3	9/22	9/23	9/24	9/25	9/26
4	9/29	9/30	10/1	10/2	10/3
5	10/6	10/7	10/8	10/9	10/10 End Drop Period Classes End 4:15
6	10/13 Mid-Term Recess	10/14 Mid-Term Recess	10/15	10/16	10/17 Homecoming
7	10/20	10/21	10/22	10/23	10/24 Family Weekend
8	10/27	10/28	10/29	10/30	10/31
9	11/3	11/4	11/5	11/6	11/7
10	11/10	11/11	11/12	11/13	11/14
11	11/17	11/18	11/19	11/20	11/21
Break	11/24	11/25 Classes End 4:15	11/26 Thanksgiving Recess	11/27 Thanksgiving Recess	11/28 Thanksgiving Recess
12	12/1 Classes Resume	12/2	12/3	12/4	12/5 Fall Term Ends Classes End 4:15
Exam	12/8 Reading Day	12/9 Final Exams Exam Period Begins	12/10 Final Exams	12/11 Reading Day	12/12 Final Exams through Sunday 12/15 @ 10pm
Break	12/15	12/16	12/17	12/18	12/19
Break	12/22	12/23	12/24	12/25	12/26
Break	12/29	12/30	12/31	1/1	1/2 Grades Due

RHYTHMS OF FALL TERM FOR FACULTY

FP	8/18	8/19	8/20	8/21	8/22	8/23	Faculty Retreat 8/29
FP	8/25	8/26	8/27	8/28			
FP	9/1	9/2	9/3	9/4	9/5	9/6	Faculty Meeting New Course Proposal Deadline
1	9/8	9/9	9/10	9/11	9/12	9/13	Clifford Symposium End Add Period
2	9/15	9/16	9/17	9/18	9/19	9/20	
3	9/22	9/23	9/24	9/25	9/26	9/27	
4	9/29	9/30	10/1	10/2	10/3	10/4	
5	10/6	10/7	10/8	10/9	10/10	10/11	End Drop Period Faculty Meeting
6	10/13	10/14	10/15	10/16	10/17	10/18	Homecoming
7	10/20	10/21	10/22	10/23	10/24	10/25	Family Weekend
8	10/27	10/28	10/29	10/30	10/31	11/1	
9	11/3	11/4	11/5	11/6	11/7	11/8	ADVISING Faculty Meeting
10	11/10	11/11	11/12	11/13	11/14	11/15	Spring Term Registration ↗
11	11/17	11/18	11/19	11/20	11/21	11/22	Registration Ends ↗
Break	11/24	11/25	11/26	11/27	11/28	11/29	Thanksgiving Recess
12	12/1	12/2	12/3	12/4	12/5	12/6	Fall Term Ends Classes End 4:15
Exam	12/8	12/9	12/10	12/11	12/12	12/13	Final Exams through Sunday 12/15 @ 10pm
Break	12/15	12/16	12/17	12/18	12/19	12/20	
Break	12/22	12/23	12/24	12/25	12/26	12/27	
Break	12/29	12/30	12/31	1/1	1/2	1/3	Grades Due Jan. 2

Sleep Requirements



Daily Schedule

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 AM			8:00 – 8:50 AM	8:00 – 9:15 AM	8:00 – 8:50 AM	8:00 – 9:15 AM	8:00 – 8:50 AM		
8:15									
8:30									
8:45									
9:00			9:05 – 9:55 AM	9:30 – 10:45 AM	9:05 – 9:55 AM	9:30 – 10:45 AM	9:05 – 9:55 AM		
9:15									
9:30									
9:45									
10:00									
10:15									
10:30			10:10 – 11:00 AM		10:10 – 11:00 AM		10:10 – 11:00 AM		
10:45									
11:00									
11:15									
11:30									
11:45									
12 PM			11:15 – 12:05 PM	11:00 – 12:15 PM	11:15 – 12:05 PM	11:00 – 12:15 PM	11:15 – 12:05 PM		
12:15									
12:30									
12:45									
1:00									
1:15			12:15 – 1:30 or 12:30 – 1:20 PM	12:15 – 1:30 PM	12:15 – 1:30 or 12:30 – 1:20 PM	12:15 – 1:30 PM	12:15 – 1:30 or 12:30 – 1:20 PM		
1:30									
1:45									
2:00									
2:15									
2:30									
2:45									
3:00									
3:15									
3:30			1:30 – 2:20 PM	1:30 – 2:45 PM	1:30 – 2:20 PM	1:30 – 2:45 PM	1:30 – 2:20 PM		
3:45									
4:00			2:35 – 3:50 PM		2:35 – 3:50 PM		2:35 – 3:50 PM		
4:15									
4:30									
4:45									
5:00									
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6:45									
7:00									
7:15									
7:30									
7:45									
8:00									
8:15									
8:30			7:30 – 8:45 PM	7:30 – 10:25 PM	7:30 – 8:45 PM	7:30 – 10:25 PM	7:30 – 8:45 PM		
8:45									
9:00			7:30 – 10:25 PM		7:30 – 10:25 PM		7:30 – 10:25 PM		
9:15									
9:30									
9:45									
10:00									
10:15									
10:30									
10:45									
11:00									

Yonna McShane

Project Planner

- Break down long range projects into smaller, easier to manage chunks
- Revise tasks and dates as needed

Task	Proposed Due Date	Date Completed	Comment – Include estimate of time it will take to complete task

Covey's Quadrant

	Urgent	Not Urgent
Important		
Not Important		