# Time Management Tools in Canvas

**TOOL:** Notification Preferences
- **WHY USE IT:**
  - To stay on track with personalized notifications
  - To choose how often you want to receive updates about due dates, grades, and announcements
- **STRATEGIES FOR SUCCESS:**
  - Set preferred notifications each term
  - Make intentional choices about what notifications you need right away & which can be a daily or weekly summary

**TOOL:** Canvas Calendar
- **WHY USE IT:**
  - To track assignments & due dates all term long
  - To familiarize yourself with events for each course
- **STRATEGIES FOR SUCCESS:**
  - Early in the term, check for due dates on Canvas; if you don’t find them, add them to the calendar yourself
  - Add your own calendar entries so you can complete work in advance of due dates
  - Look at each course calendar and view all courses at once to get the big picture
  - Color-code each course to easily see due dates for all courses
  - Download the Canvas app to get phone notifications
  - Screen cap the week or the month & keep it visible (fridge, phone wallpaper, bathroom mirror)

**TOOL:** Announcements
- **WHY USE IT:**
  - To see/find reminders & information about exams, assignments, &/or changes to the schedule
  - To be sure you’re keeping pace with the course & have the most recent information from your instructor
- **STRATEGIES FOR SUCCESS:**
  - Plan to review announcements from courses daily
  - Take notes on announcements (especially if they’re well in advance of the coursework that they relate to)
  - Ask questions if you’re unsure what an announcement means
  - If links are provided, verify you have access; if not, notify your instructor

**TOOL:** Course Syllabus
- **WHY USE IT:**
  - To see a summary of all assignments & due dates for the term
  - To access your to-do list for the course
- **STRATEGIES FOR SUCCESS:**
  - Look through the entire syllabus page at the start of term to get a sense for the course assignments
  - Identify routine assignments that are due each week, as well as any weeks with additional assignments, projects, or exams

**TOOL:** Modules
- **WHY USE IT:**
  - To find the learning outcomes, assigned readings, assignments, & due dates for the week
  - To preview upcoming content & plan time to accomplish work
- **STRATEGIES FOR SUCCESS:**
  - Start each week off right by previewing the module & its content
  - Create a weekly to-do list based on content & assignments for the week
  - Add flex time in case a task or assignment takes longer than expected

For other time management tools, visit [mtu.edu/success](http://mtu.edu/success), and check out the Term at a Glance, the Weekly Calendar, and many more options in the time management section.