HOW TO CREATE YOUR OWN PACING CALENDAR!

Step 1: Look at a calendar and decide what day you would like to complete your course by.

Goal End Date: _____

Step 2: Count the number of days you plan to work on this course between today and your goal end date. Remember, be realistic. If you are not going to work on the weekends then don't count the weekend days. The most important piece here is to recognize how many weeks you are going to be putting time into this course.

Here's an easy way to figure this out:
https://www.timeanddate.com/date/workdays.html?y1=2021&m1=4&d1=14&y2=2021&m2=6&d2=10

Number of Work Weeks: _____

Step 3: Now go into the LMS and count the number of assignments you need to complete (you want to include any assignments you think you want to redo in this count).

Number of Assignments Remaining: _____

Step 4: Now take the number from Step 3 and divide the number from Step 2.

_____ / _____ = _____

 # from Step 3 **# from Step 2** **# of assignments to complete each week**

Step 5: Put it on a calendar. Each week you complete the number of assignments you need to, give yourself a pat on the back! You are on your way to completing the course by your goal end date.



