As soon as you get your syllabi add due dates for class papers, projects, presentations, and exams. In addition include any other special events, appointments or activities.

Make a habit of looking at your calendar daily.

Electronic planners and apps are available. Microsoft Outlook and Google/Goldmail calendar are two systems with email integration options. Google Apps supports access to Gmail, Google Calendar, Docs, and Contacts from most common types of mobile devices.

Looking back over last semester
Did you procrastinate?

Wished you started your papers earlier?

Wished you started studying for a test earlier?

Do you have the best intentions not to procrastinate this semester?