

Planning Your Success Strategy

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Make Your Semester Make Sense

Designing the Big Picture of Your Semester

- Have a <u>semester-long view</u> of all known due dates, <u>university dates</u>, exams, and commitments.
- Customize it to you.
- Look for weeks with lots of commitments.
- Keep it where you will see it every day.



Semester Planner

Knowing what you need to do and when to do it can help avoid surprise due dates and burn out. Using the template below, write in your "due items", "to do items", and personal commitments. (Tip: color code your courses to give yourself a visual oue of which items belong with which course.)

- Due Items = assignments or materials you pass in. Write in assignment type, date, and % of overall grade. Ex. Paper, Feb 3, 15%
- o To Do Items = tests, exams, labs, etc. where you do a specific activity at a specific time. Write type, date, and % of overall grade.
- Personal Commitments appointments or "can't miss" events. Ex. Dentist, workshops, birthday, wedding, etc.

Week	Dates Monday-Friday	Course 1	Course 2	Course 3	Course 4	Course 5	Course 6	Course 7	Life
1									
2		-				1	-		
3									1
4	8							8	- 1
5									
G									
7									
8		1							1
9			-					3	1
10									
11									
12									
13									
14									
15							1		1

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- Week Dates Work Monday-Friday ED 2240 ED3000 Jan 10-14 Jan 11 Discussion Mini guiz 3% Workshop Board - 1% Jan 17-21 Jan 18 Jan 19 Discussion Workshop Board- 1% Jan 24-28 Jan 25 Jan 25 Jan 26 Jan 24 Paper, 20% Workshop Dentist Discussion Board- 1%

Preparing for the Week Ahead

- Complete your <u>weekly preparation</u> scan before creating your weekly schedule
 - Determine your high priority items (i.e. Items with due dates).
 - Have you created <u>S.M.A.R.T</u> <u>goals</u>?
 - Compile your to-do list.
 - Select your self-care (i.e. walk in the park, journaling, etc).
 - Assemble who take part in your success network (i.e. peers, classmates, tutors, study group, etc.)

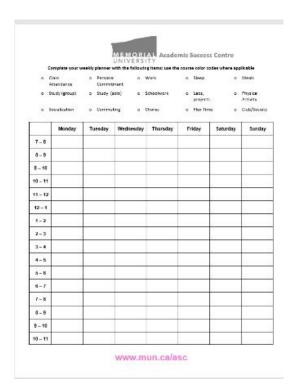


2)		
3)		
4)		
5)		
<u> </u>		
12:		

Create Your Weekly Schedule

You're now ready for your weekly plan!

- 1. Time-specific demands
 - Sleep, class, labs, meetings, work, volunteer shifts, tests, social events, study group, commuting, etc.
- Necessary events with flexible scheduling
 - Course reading, solo studying, course work, chores, self care, etc.
- 3. Flex/TBD time



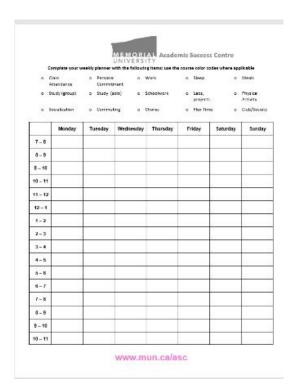
Comp	lete your week	ly planner wi	th the follow	ring <u>items;</u> use t	the course color cod	les where applicable
	Class Attendance	□ Perso Comm	nal i nitment	□ Work	□ Sleep	□ Meals
	Study group)	□ Study	_(solo)	□ Schoolwork	Labs, projects	Physical Activity
	Socialization	□ Comn	uting 🗆	Chores	□ Flex Time	□ Club/Society
	Monday	Tuesday	Wednesd	ay Thursday	Friday Sa	turday Sunday
7-8						
8-9						
9 – 10						
10 – 11						
11 – 12						
12-1						
1-2						,
2-3						Ŷ.
3-4						ý.
4-5						
5-6						
6-7						

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Review, Adjust, and Redo

- ★ Your schedule is your strategy for success.
- ★ If you miscalculated when is the best time to go to sleep, underestimated your hours for studying, or forgot to schedule in chores, simply adjust for the upcoming week.
- ★ Predicting a busier than usual upcoming week? Use your flex/TBD blocks to help alleviate some of your time burdens and keep the balance.
- ★ Courses adding on items not originally planned for? Consider if those items could possibly fall under already booked slots (such as coursework hours) and/or use your flex/TBD hours.

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Time Management

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Questions? Comments?



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