



Planning Your Success Strategy

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Make Your Semester Make Sense

Designing the Big Picture of Your Semester

- Have a [semester-long view](#) of all known due dates, [university dates](#), exams, and commitments.
- Customize it to you.
- Look for weeks with lots of commitments.
- Keep it where you will see it every day.



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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 cue 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%
- 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									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

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Designing the Big Picture of Your Semester

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- Due items = assignments or materials you pass in. Write in assignment type, date, and % of overall grade.
- 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 ED 2190	Course 2 ED 2240	Course 3 ED3000	Work				Life
1	Jan 10-14	-	Jan 11 Discussion Board- 1%	Jan 17 Mini quiz 3%	Jan 12 Workshop				
2	Jan 17-21		Jan 18 Discussion Board- 1%		Jan 19 Workshop				
3	Jan 24-28	Jan 25 Paper, 20%	Jan 25 Discussion Board- 1%		Jan 26 Workshop				Jan 24 Dentist
4									
5									
6									

Preparing for the Week Ahead

- Complete your [weekly preparation scan](#) before creating your weekly schedule
 - Determine your high priority items (i.e. Items with due dates).
 - Have you created [S.M.A.R.T goals](#)?
 - 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.)

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Weekly Planner

My Highest Priority Items this week includes:
(name of priority, estimated length of time, and course if applicable)

1) _____
2) _____
3) _____
4) _____
5) _____

My "To-Do" items this week include:

_____	_____	_____
_____	_____	_____
_____	_____	_____

My self-care items this week include:

My success network this week will include (ex. Classmates, study group, tutor, academic advisor, etc.):

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Weekly Preparation & Planner

My Highest Priority items this week includes:
(name of priority, estimated length of time, and course if applicable)

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

My "To-Do" items this week includes:

_____	_____	_____
_____	_____	_____
_____	_____	_____

My self-care plans this week includes:

My success network this week will includes (ex. Classmates, study group, tutor, academic advisor, etc.):

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.
2. Necessary events with flexible scheduling
 - Course reading, solo studying, course work, chores, self care, etc.
3. Flex/TBD time



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Complete your weekly planner with the following items; use the course color codes where applicable

- Class Attendance
- Personal Commitment
- Work
- Sleep
- Meals
- Study (group)
- Study (solo)
- Schoolwork
- Labs, projects
- Physical Activity
- Socialization
- Commuting
- Chores
- Free Time
- Club/Society

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7 - 8							
8 - 9							
9 - 10							
10 - 11							
11 - 12							
12 - 1							
1 - 2							
2 - 3							
3 - 4							
4 - 5							
5 - 6							
6 - 7							
7 - 8							
8 - 9							
9 - 10							
10 - 11							

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UNIVERSITY
Complete your weekly planner with the following items; use the course color codes where applicable

- | | | | | |
|---|--|-------------------------------------|---|--|
| <input type="checkbox"/> Class Attendance | <input type="checkbox"/> Personal Commitment | <input type="checkbox"/> Work | <input type="checkbox"/> Sleep | <input type="checkbox"/> Meals |
| <input type="checkbox"/> Study (group) | <input type="checkbox"/> <u>Study</u> (solo) | <input type="checkbox"/> Schoolwork | <input type="checkbox"/> Labs, projects | <input type="checkbox"/> Physical Activity |
| <input type="checkbox"/> Socialization | <input type="checkbox"/> Commuting | <input type="checkbox"/> Chores | <input type="checkbox"/> Flex Time | <input type="checkbox"/> Club/Society |

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10-11							
11-12							
12-1							
1-2							
2-3							
3-4							
4-5							
5-6							
6-7							

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8 - 9							
9 - 10							
10 - 11							

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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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