

Using your Academic Planner Checklist

By the end of...

Week 1:

_____ Develop a master schedule for courses, weekly required meetings (WC, QRC, athletics), professors' office hours, and determine study daily study time blocks. Remember to add weekend time. Also consider *at least five hours of study per course (20 hours of study time a week at minimum)*. Plan when you will check your LFC email daily, twice a day.

_____ Start to use the daily planner to keep track of goals for daily study time. Keep track of how long it takes you to accomplish things. Become time conscious. Record times and activities daily. Remember, as Joe Maddon says, "How you use your minutes, is how you use your days, is how you live your life." Meeting goals begins with how you use your time.

_____ Books and materials. Do you have everything at your fingertips to succeed? Get used to investing in your success. You will need everything your professor says you will need. End of story. No second guessing. This is not where you want to save money.

Week 2:

_____ Have you scheduled a one-on-one meeting with EACH of your professors. If office hours work, great. If not, email to say you would like to meet. Give the professor possible times. NOT right before class. Professors are too distracted then. The point is to introduce yourself. Let the professor know how much you want to succeed. Ask for his/her assistance in meeting your goals. Make sure you are known.

_____ Discuss how you are doing and HOW YOU ARE FEELING about each of your courses with your academic advisor. Are you comfortable? Confident? Stressed? Anxious? Make sure you are in the right courses for you. You can change courses up to the end of this week.

_____ Add all tests, quizzes, and paper due dates to your calendar for the entire semester. This is to help with long-term planning. Do you have two major tests in the same week? What will this mean for the two weeks before? Work with your advisors to “backwards plan” for major assessments.

Week 5 (September 21)

_____ Mark this week to get a grade in progress for each of your courses. If you cannot calculate this yourself, schedule a meeting with each professor. You need to know where you stand so that you can make changes in your study practices if necessary. Don't guess. Know.

Week 10 (October 26)

_____ Check in again with your professors. Have you made any suggested changes? If so, how is it going? If not, why not? Again, don't guess; know where you stand in each course to make an informed decision.

_____ Set a meeting with your academic advisor to discuss how the semester is going. This is also a good time to celebrate your successes as well. Think ahead to next term and next steps to meet your goals.