

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.

