



Date: \_\_\_\_\_

## Monitor Your Planning

- Check your emails, respond, and delete notifications and spam  
\_\_\_\_\_
- Write down your personal and/or academic related goals for today and this week  
\_\_\_\_\_
- Use your Google calendar to make sure your goals align with your due dates and learning tasks  
\_\_\_\_\_
- Identify majors coming up and start to see how I can spend my time so that I am prepared.  
\_\_\_\_\_
- Take a brain break   
\_\_\_\_\_
- Meet with my counselor or make an appointment  
\_\_\_\_\_
- Discuss any learning needs and successes with my ASC teacher  
\_\_\_\_\_

### TIME TO REFLECT

- Today, I made wise decisions about how I spend my time. Which means: I planned, I met my goals, I identified with my teacher when I was having trouble, or I helped others meet their goals.  
\_\_\_\_\_
- Today, I needed to use my time better. Next time, I will \_\_\_\_\_ because \_\_\_\_\_  
\_\_\_\_\_
- I think I need help with something, can we meet?



Date:

## PLANNING FOR SUCCESS: A THINKING ROUTINE

### My goal today:

This can be academic or personal.

Steps :



What might I need help with?

### My goal over time:

What do I want to achieve by the end of the year?

Steps :



Short-term steps for big gains

Today's Priorities: What tasks need understanding and completion to be successful? How can you spend your time wisely so that your mind is free later?

Priorities

:



What information do I need?

Ongoing learning opportunities that I need to plan for:

(majors, minors, and study schedules)

Upcoming Assessments



Due Dates: