



## Have a PLAN to Work Your PLAN

### My Success Management

**First manage yourself and your time will take care of itself.**

There are some important symbols that you'll need to know today as we journey through **TIME**. Symbols include:



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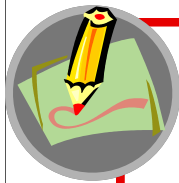
You need to spend 10 minutes per day, per grade studying to succeed as a student.

Seniors: 120 min.

Juniors 110 min.

Sophomore: 100 min.

Freshman: 90 min.



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Use a three-ring "project" binder to keep track of project notes and ideas.



Keep a journal to jot down your good ideas and keep track of important information.



**Time Saving Tip:**

If possible study at the same time and place each day... preferably during daylight hours.

## Helpful Study Tips

1. Begin each semester by filling in a master schedule . First fill in things you must do (classes, work, practice, etc. that you can't change). Then, analyze the blanks you have left to find the most effective use for these times.
2. Establish a regular time and place for study. This will save you time in the long run because you will have "programmed" your mind that "this is the time and place that I study."
3. If you have a study hall during school. USE IT !!
4. Use daylight hours to study whenever possible. For most people for every hour of study done in daylight hours, it will take them one and a half hours to do the same task at night.
5. Keep a date book and write down all class assignments.
6. Take breaks. Don't schedule marathon study sessions. Several short 50 minutes sessions are better than one long session.
7. By using flash cards or summary sheets, you can use odd times to study--while you're waiting for class to start or for a friend to pick you up.
8. If possible, schedule study time with a partner. Choose your partner wisely however. Make sure you study, not socialize. If you schedule this just like you would soccer practice, or music lesson, it becomes routine.
9. Schedule the most difficult tasks for times when you are alert. (Algebra may be hard enough when you're fresh. When you're tired, it feels impossible!)
10. Make a daily checklist. Set priorities. Do the most important tasks first.



# How to Create an Action Plan

## My Plan for Success - My Goals and Priorities

**#1** What needs to be done?

**#2** How should it be done?

**#3** What resources will I need?

**#4** How much time will it take?



# August 2010

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# September 2010

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		



Special Assignments



My Goals

# October 2010

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

# November 2010

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11		12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



Special Assignments



My Goals

# December 2010

SUN	MON	TUE	WED	THU	FRI	SAT
				1		2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

# January 2011

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



Special Assignments



My Goals

# February 2011

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

# March 2011

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



Special Assignments



My Goals

# April 2011

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

# May 2011

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



Special Assignments



My Goals