

THREE PART PLANNING

1. Semester Master Plan

- Use a monthly calendar/planner as your Master Plan template.
- In your calendar, record all required duties such as classes, labs, and work schedule.
- Next, add other regular occurring events such as devoted sports/gym time, meetings, etc.
- Always record irregular happenings *as soon as they get scheduled* (i.e. doctor appointments, job interviews, etc.)
- Check syllabus/Canvas for all course expectations and plot all major due dates.

2. Weekly Plan

- Use a weekly calendar/planner for your Weekly Plan template.
- Each week, refer to your Master Plan and make note of the important deadlines/appointments for that week.
- Determine the total number of hours you need to study each week. For each credit hour, it is recommended that you study a minimum of 2 hours per credit. (For example, if you are taking 12 credits, you should set aside $2 \times 12 = 24$ hours of total study time per week).
- Based on your Master Schedule and necessary weekly study hours, record daily study goals:
 - Reserve time to study particular subjects, **OR**
 - Reserve time that you will study, but not deciding in advance which courses will be studied in which hours.
- Be flexible. If you need to adjust your study times, specifically find another spot on your schedule and plan it.
- Schedule some time for you to relax or do something you enjoy.

3. Daily Plan

- Use a daily (hour by hour) calendar/planner as your Daily plan template.
- Refer to your Weekly Plan and record the details of that day into your Daily plan, this time be SPECIFIC with time. (i.e. Block out your 10:15am-11:30am class, Block out 2 hours of study time before class from 9:00am – 10:00am.)
- Prioritize – begin with the most difficult subject or task. You’ll have more energy to take on a challenge when you are at your best.
- Within your blocks of study time, apply specific study skills and strategies to maximize time (“Intense Study Session” , “PARROT” , Concept Mapping, etc.)
- Leave some empty blocks of time as OPEN for academic or personal needs..

Semester Master Plan

Month:

Sun	Mon	Tues	Wed	Thurs	Fri	Sat

Month:						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat

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Date:

Daily Planner

Time	Priority	Items	Y	N
7 AM				
8				
9				
10				
11				
12				
1 PM				
2				
3				
4				
5				
6				
7				
8 PM				
Weekly Goals			Deadlines	

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Monthly Planner						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

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PROCRASTINATION QUOTIENT

	Statement	Strongly Agree	Mildly Agree	Mildly Disagree	Strongly Disagree
1.	I usually find reasons for not acting immediately on a difficult assignment.				
2.	I know what I have to do but frequently find that I have done something else.				
3.	I carry my books/work assignments with me to various places but do not open them.				
4.	I work best at the "last minute" when the pressure is really on.				
5.	There are too many interruptions that interfere with my accomplishing my top priorities.				
6.	I avoid forthright answers when pressed for an unpleasant decision.				
7.	I take half measures which will avoid or delay unpleasant or difficult action.				
8.	I have been too tired, nervous or upset to do the difficult task that faces me.				
9.	I like to get my room in a good order before starting a difficult task.				
10.	I find myself waiting for inspirations before becoming involved on most important study/work tasks.				
	TOTAL # OF RESPONSES				
	WEIGHT	x 4	x 3	x 2	x 1
	Procrastination Quotient (add all 4 together) =				

Below 20 = Occasional Procrastinator

21 - 30 = Chronic Procrastinator

Above 30 = Severe Procrastinator

Put a to Procrastination

Think in terms of Bits and Pieces:

- Prioritize work and set deadlines
- Break large tasks into small, manageable tasks.
- Try the “Ten Minute Plan” : Work on a dreaded task for ten minutes, take a brief break, work 15 minutes, another brief break, work 20 minutes, etc.
- Use behavioral suggestions (e.g., keep the book you have to read out in plain view, keep your planner where you can see it at all times, post sticky note reminders in clear sight, etc.)

Dispute Negative Mental Messages with Positive Internal Conversation:

Negative Mental Messages	Positive Internal Conversations
This paper is the last thing I want to do right now.	I've written lots of excellent papers; this is just one more paper.
I'll do it tomorrow.	I really don't have that much time left, and other things might come up later.
I need to have some well-earned fun first.	If I get this done, then I will have some time for _____.
I can't do it.	Once I get started, it won't be that bad!
What's the harm of a half-hour of TV now?	I will feel so relieved when I get this done!