

Resources for Academic Success

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 - **Procrastination**
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 - **After Class**
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- **Master Schedule**
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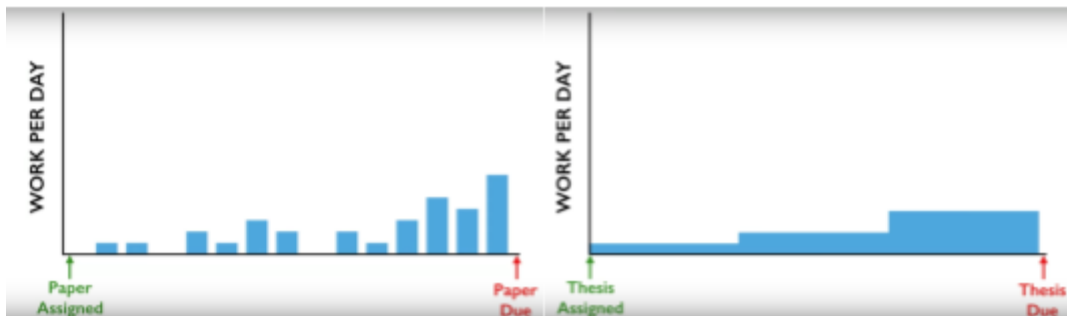
Procrastination

A MUST WATCH: Understanding Procrastination

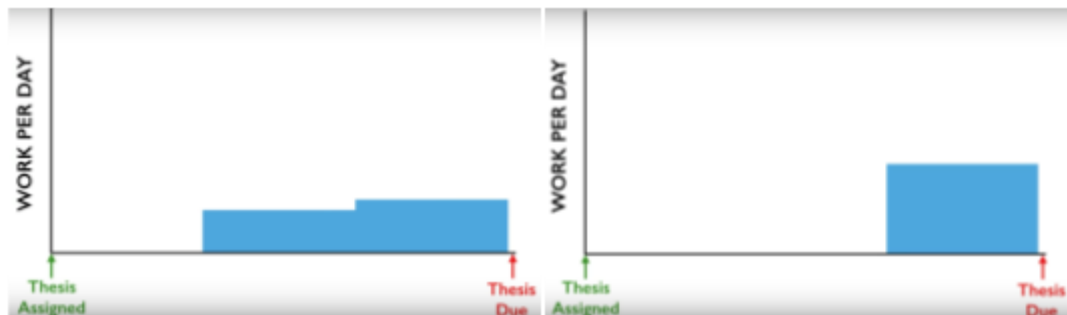
<https://www.youtube.com/watch?v=arj7oStGLkU>

Inside the mind of a **master procrastinator** | Tim Urban

The phases of PROCRASTINATION



Planning phase: Hopes are high. Workload is staged in small tasks, or phased with increasing workload as we get closer to the deadline



Reality happens: time flies and workload piles keep growing.

**And by the time
we hit the
Deadline...**



Procrastination is the habit of delaying an important task, usually by focusing on less urgent, more enjoyable, and easier activities instead. It is different from laziness, which is the unwillingness to act.

Procrastination can restrict your potential and undermine your career. It can also disrupt teamwork, reduce morale, and even lead to depression and job loss. So, it's crucial to take proactive steps to prevent it.

The first step to overcoming procrastination is to recognize that you're doing it. Then, identify the reasons behind your behavior and use appropriate strategies to manage and overcome it.

My goal in 2018 is to accomplish the goals I set in 2017 which I should have done in 2016 because I made a promise in 2015 which I planned in 2012.

Adopt Anti-Procrastination Strategies

Procrastination is a habit – a deeply ingrained pattern of behavior. This means that you probably can't break it overnight. Habits only stop being habits when you avoid practicing them, so try as many of the strategies, below, as possible to give yourself the best possible chance of succeeding.

- Forgive yourself for procrastinating in the past. [Studies](#) show that self-forgiveness can help you to feel more positive about yourself and reduce the likelihood of procrastination in the future.
- Commit to the task. Focus on doing, not avoiding. Write down the tasks that you need to complete, and specify a time for doing them. This will help you to proactively tackle your work.
- Promise yourself a reward. If you complete a difficult task on time, reward yourself with a treat, such as a slice of cake or a coffee from your favorite coffee shop. And make sure you notice how good it feels to finish things!
- Ask someone to check up on you. Peer pressure works! This is the principle behind self-help groups. If you don't have anyone to ask, an online tool such as [Procraster](#) can help you to self-monitor.
- Act as you go. Tackle tasks as soon as they arise, rather than letting them build up over another day.
- Rephrase your internal dialog. The phrases "need to" and "have to," for example, imply that you have no choice in what you do. This can make you feel disempowered and might even result in [self-sabotage](#) . However, saying, "I choose to," implies that you own a project, and can make you feel more in control of your workload.
- Minimize [distractions](#) . Turn off your email and social media, and avoid sitting anywhere near a television while you work!
- Aim to "[eat an elephant beetle](#)" first thing, every day! Get those tasks that you find least pleasant out of the way early. This will give you the rest of the day to concentrate on work that you find more enjoyable.

Organization

If you procrastinate because you're disorganized, here are six strategies to help you get organized:

1. Keep a To-Do List. This will prevent you from "conveniently" forgetting about those unpleasant or overwhelming tasks.
2. Prioritize your To-Do List using [Eisenhower's Urgent/Important Principle](#) . This will enable you to quickly identify the activities that you should focus on, as well as the ones you can ignore.
3. Become a master of [scheduling](#) and [project planning](#). If you have a big project or multiple projects on the go and you don't know where to start, these tools can help you to plan your time effectively, and reduce your stress levels.
4. Tackle the hardest tasks at your [peak times](#) . Do you work better in the morning or the afternoon? Identify when you're most effective, and do the tasks that you find most difficult at these times.
5. Set yourself [time-bound goals](#) . Setting yourself specific deadlines to complete tasks will keep you on track to achieve your goals, and will mean that you have no time for procrastination!
6. Use task- and time-management apps. There are numerous apps designed to help you to be more organized, such as [Trello](#) and [Toggl](#), for example.

(Source: Mindtools - https://www.mindtools.com/pages/article/newHTE_96.htm)



*"Ms. Jennings, have you seen my
'ORGANIZATION IS THE KEY TO SUCCESS'
poster?"*

Before Class

- Get a good night's rest
 - Six to eight hours of sleep improves brain function
- Make sure you eat before class and pack snacks
 - It allows you to stay focused and gives you energy
 - It's especially important if you have classes back-to-back and won't have time to eat between classes.
 - If you're planning on eating in class, make sure you cleared it with your professors
- Read chapter or finish assignments **BEFORE** class
 - Makes it easier to understand the lectures and allows you to ask clarification questions rather than content questions
 - Your notes will be clearer and you can focus on understanding what the professor is saying
 - Studying afterwards is more productive because you will be very familiar with the content
 - Allows you to focus on the Professor's main ideas and priorities

During Class

Be conscientious of where you sit:

Figure out the best place for you to sit and be successful within the classroom:

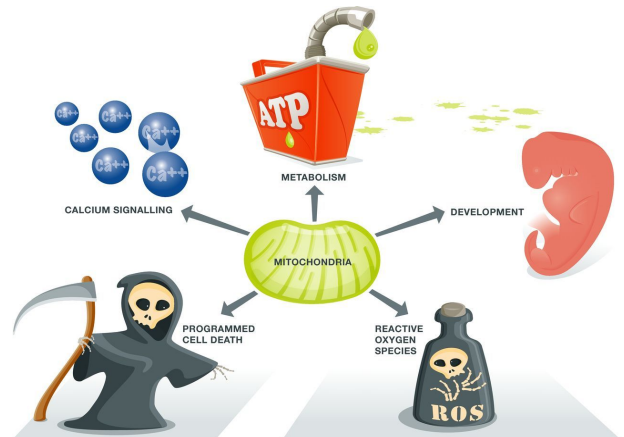
- **In the front...**
 - If you have questions, professor will always see your hand
 - You're always on the professor's radar
 - If you have trouble seeing the board or hearing the professor
- **In the back...**
 - If you focus better when you have your own space (the front tends to be more crowded)
 - If you are uncomfortable being called on by the professor, it is less likely in the back
- Exchange contact information with someone in each class in case you miss a class or have questions



Taking notes

- However you decide to take notes, we recommend to clean them asap when they are still fresh in your memory. That will also help finding areas where you need clarification. A mixed option of taking written notes in class and typing them when reviewing is a very common and useful option.

Advantages of Written Notes	Advantages of Typed Notes
- Can draw diagrams, or schematics in a way to help you remember complex ideas.	- Portable and Convenient because you use only one device. Notes can never be lost if saved to Google drive and you can share with others.



After Class

Take advantage of your Professor's Office Hours

- Office hours can be used to get to know your professor outside of the classroom. It allows you to get comfortable with your professor and show them the kind of student that you are.
- Always be prepared - have a set of questions that you want answered before hand
 - Can you go over the main ideas of today's lectures?
 - I understood ____ but I am having trouble understanding ____
 - I'm currently trying to study for ____ what do you recommend I do to be prepared for ____?
 - I wanted to let you know ahead of time that I will be missing ____, is there a way to receive the material earlier or find a time to review it with you?
 - Don't be afraid to contact your professor to set up an appointment if their general office hours clash with your class schedule
 - Some professors have their office hours before the class!

- Requesting an appointment, sample letter/email

Dear Professor *[Last Name]*,

My name is *[FirstName] [LastName]*, and I am a student in your *[Course Number & Class...]*

I am hoping to schedule an appointment with you to introduce myself, learn more about your research interests (*optional*), and discuss an upcoming assignment on the syllabus. I am happy to come by your office hours on *[Day] [Date]* at a particular time, if you have availability then.

(If your professors office hours doesn't work, you can add)

Unfortunately, your scheduled office hours are at the same time as ... e.g. my study group, but I am happy to share my availability, or work with alternate times you propose. Please let me know what would be best for you.

Best Regards/ All the Best/ Sincerely

[First Name] [Last Name]

Create a Master Schedule and Weekly Study Planner

1. **Create a Master Schedule** with all your course times, tests and other due dates for papers or projects to keep the big picture all in one place.
 - You can use our [Online Master Schedule: http://bit.ly/BellaFound-MasterSchedule](http://bit.ly/BellaFound-MasterSchedule)
 - Use a calendar view: ie: Google calendar
 - Offline traditional School Schedule
2. Then build a **Weekly Planner** to record all activities required to achieve the bigger and track work done. This will keep you on the task.
 - Try our [Online Weekly Planner: http://bit.ly/BellaFound-weekplanner](http://bit.ly/BellaFound-weekplanner)
 - Use a calendar
 - Use an App such as Todoist, Asana, Trelo, etc...
3. Create To Do Lists
 - Use Notes on a phone
 - Use a calendar
 - Use an App such as Todoist, Asana, Trelo, etc...

Study Strategies

Weekly Planner:

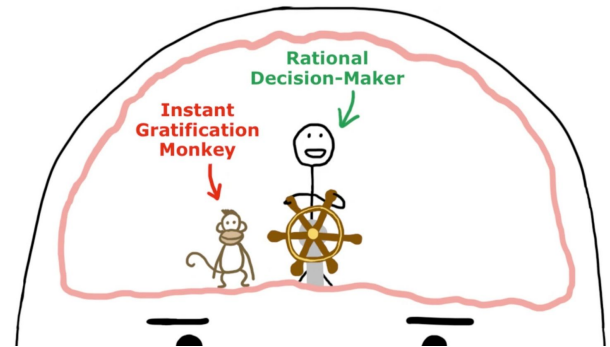
- If you're prone to delaying projects because you find them overwhelming, try breaking them down into more **manageable chunks**. Organize your projects into smaller tasks and focus on starting them, rather than on finishing them.
- each task should be **SMART**
- Set **4-6 priorities** for each day and record them on the Weekly Planner.
- Every day assess if you achieved your study goals and adjust as necessary. If your priorities were not attended they become top priorities for the following day. Create a rescheduled activity on the next day.

- 1 SPECIFIC**
What do I want to accomplish?
- 2 MEASURABLE**
How will I know when it is accomplished?
- 3 ACHIEVABLE**
How can the goal be accomplished?
- 4 RELEVANT**
Does this seem worthwhile?
- 5 TIME BOUND**
When can I accomplish this goal?

http://bit.ly/BellaFound-weekplanner			WEEKLY PLANNER		Week from:
					to:
Subject	Chemistry	% of Grade	Literature	% of Grade	
Project	Lab Report	60.00%	Reading Assignment	20.00%	
Due Date	8/12/2018		8/10/2018		
Description of assignment	- Complete the Biology lab started during lab - Create a spreadsheet with your data and calculations - Write a lab report using the template that the professor gave - Attach your spreadsheet in the back of your lab report		Read 30 pages from assigned novel Write a 1 page summary on the plot and characters		
Due Date	Tasks	Status	Tasks	Status	Tasks
8/5/18	- After class, go to the lab room to finish the last couple steps of the lab	Done	Read 10 pages each day 1-10	Pending	
8/5/18	- Make sure to take notes for observation section	Pending			
8/6/18	- Use my notes that I took to write the observation section of my lab report	WIP	Read 10 pages each day 1-10	Rescheduled	
8/6/18	- Add all of my data on my spreadsheet	WIP			
8/6/18	- Make sure to take notes for observation section	Rescheduled			
8/7/18	- Complete the introduction section		Read 10 pages each day 11-20		
8/8/18	- Use data from the spreadsheet to do my calculations		Write what was the plot of the book		
8/8/18	Add pictures and format	Cancel	Read 10 pages each day 21-30		

Create the right environment

- Know yourself and how best you learn. Creating an environment where distractions are kept at a minimum is best.
- Leave your cell phone on silent in your backpack.
- Leave the **“Instant Gratification Monkey”** at home and try and listen to the rational mind that says, “It’s on my schedule to read biology text, Chapter 9”.
- Have snacks handy and take a quick break every hour. Use the break to do some stretching, meditation, drink water...



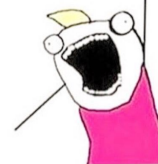
Review your notes

Find the time to review the class notes that you took within the week at least once

- Note the parts that you had trouble understanding for future reference when you’re studying for an exam
- Figure out the most effective way for you to review your own notes
 - Do you rewrite them?
 - Do you type them?
 - Do you create a study guide as you go along?
 - Do you create flashcards?

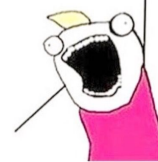
1st Semester:

GET ALL A's!



Rest of year:

JUST DON'T FAIL!



Where to get Books

Chegg Books

- Can save up to 90%(depending on the book) off on textbooks. They offer a 21-day risk free returns if you drop or switch classes . It includes a 4-week free trial of Chegg Study. Once finished, you can return the book using the same box it came in and a prepaid shipping label. You can extend time or purchase rental book if necessary.

Amazon

- 30-day risk free returns. Amazon Prime is free for six months if you register with your school email. Returning books is cost free.

ThriftBooks

- A website where many novels are sold used and shipping is as of right now is 99 cents in the U.S with 4-8 business days. There are reading rewards where you get a \$5 coupon for every \$50 spent. There are often deals like 2 for \$7 or 3 for \$10

Local Bookstore/Library

- Research any bookstores near you that sell college textbooks and compare whether it is cheaper than your school bookstore or online stores
- If you have a class with assigned novels, you can often find it at a regular bookstore or library

School Bookstore

- Should be your last resort! Bookstores are the most expensive place to get your textbooks. Unfortunately, some books are exclusive to your college bookstore. Many schools let you sell back the textbook.

School Library

- If you are able to find textbooks in the school library, make sure to remember when you have to return it, often times they let you borrow it for a whole semester.

Other People

- Ask people that took the class previously if you could use their books



Bella CHARITABLE FOUNDATION™		WEEKLY PLANNER		Week from: to:		SAMPLE WITH FICTITIOUS DATA	
Subject	Chemistry	% of Grade	Literature	% of Grade	% of Grade	% of Grade	% of Grade
Project	Lab Report	60.00%	Reading Assignment	20.00%			
Due Date	8/12/2018		8/10/2018				
Description of assignment	<ul style="list-style-type: none"> - Complete the Biology lab started during lab - Create a spreadsheet with your data and calculations - Write a lab report using the template that the professor gave - Attach your spreadsheet in the back of your lab report 		Read 30 pages from assigned novel Write a 1 page summary on the plot and characters				
Due Date		Status	Tasks	Status	Tasks	Status	Tasks
8/5/18	- After class, go to the lab room to finish the last couple steps of the lab	Done	Read 10 pages each day 1-10	Pending			
8/5/18	- Make sure to take notes for observation section	Pending					
8/6/18	- Use my notes that I took to write the observation section of my lab report	WIP	Read 10 pages each day 1-10	Rescheduled			
8/6/18	- Add all of my data on my spreadsheet	WIP					
8/6/18	- Make sure to take notes for observation section	Rescheduled					
8/7/18	- Complete the introduction section		Read 10 pages each day 11-20				
8/8/18	- Use data from the spreadsheet to do my calculations		Write what was the plot of the book				
8/8/18	Add pictures and format	Cancel	Read 10 pages each day 21-30				
8/9/18	- Use the data from the spreadsheet and calculations to write the data section		Write a description of the characters				
8/9/18	- Start on the results section						
8/10/18	- Finish results section						
8/10/18	- Start on the conclusion section						
8/11/18	- Finish the conclusion section						
8/11/18	- Look over all of the sections						
8/11/18	- Print the spreadsheet and attach it my lab report						
		Status	explanation			NOTES:	
		Done	when task is finished			don't write on the blank form. it's the basis for other pages	
		WIP	While Work is in Process/in Progress			copy a blank form as needed and personalize it	
		Pending	If not done and needs moving once you reschedule work			KEYS tab hold the info for the Status. You can add other stages if needed	
		Rescheduled	if you need to cancel a task				
		Cancel	add some other stage if needed on the KEYS TAB				