

PLAN FOR SUCCESS

SUCCESSFUL PEOPLE DON'T BECOME SUCCESSFUL BY LUCK. THEIR SUCCESS IS THE RESULT OF SETTING GOALS AND WORKING TO ACHIEVE THOSE GOALS. IN OTHER WORDS, SUCCESSFUL PEOPLE PLAN TO SUCCEED. YOU, TOO, CAN PLAN TO SUCCEED. DON'T PROCRASTINATE. GOOD INTENTIONS WILL NOT HELP YOU SUCCEED. START PLANNING FOR SUCCESS TODAY!

{1} **Organization** – Getting organized is the first step to success.

- *Remember that you are responsible* for knowing about and completing your assignments and special projects.
- *Use your datebook* to write down your homework, extracurricular activities, community activities and home responsibilities.
- *Make sure you have all the materials you need* when you go to class and when you do your homework.

{2} **Time Management** – Managing time wisely will help ensure that you have the opportunity to do both the things you *review only* and the things you *review only* to do.

- *Plan a definite time* to do your homework.
- *Plan time for extracurricular and social activities* as well as home responsibilities.
- *Commit yourself to your time plan*, but be flexible. For example, if something happens that makes it impossible for you to do homework during the regularly scheduled time, plan an alternate time to do the homework.

{3} **Set Priorities** – If you have lots to do, it is important to set priorities.

- *Rank each task* in 1, 2, 3 order. Start with #1 – the most important task – and continue on down the list.
- When doing homework, *start with the subject in which you need the most improvement*.
- *Check off* finished tasks.
- If you frequently find that you cannot finish all the tasks on your list, you may need to *prioritize your optional activities* and eliminate some that are low on your priority list.

{4} **Set Goals** – Just wishing for better grades or better soccer accomplishments is not enough. You need a plan of action to achieve your goals. Setting goals will result in better grades and less stress. Best of all, setting goals will make you feel in control of your life. Some hints for setting goals:

- *Be specific*. List specific goals for each academic subject. Also list goals for after-school and home activities.
- *Set time limits*. Your goals can be both short-term (within a month or on the next quiz or test) and long-term (within the semester or within the school year).
- *Set realistic goals*. For example, if math has always been difficult for you, don't aim for an "A" in Algebra at the beginning of the year. If you usually get a "C-" in math, you may want to begin by setting a short-term goal of "C+" or "B-". Reaching that first short-term goal will give you the confidence to raise your goal for the next test or the next grading period.
- *Draw up a step-by-step plan* of action for reaching each goal; then go for it!
- *Write your goals down*, and put them in several places (your locker, your datebook, your bulletin board) so you will see them several times a day.
- *Share your goals with others* – your parents, teachers, good friends, etc. They can give you encouragement.
- *Keep at it!* Be determined, and keep a positive attitude. Visualize yourself achieving your goals.
- *Reward yourself* when you reach a goal.

