

PLAN TO GET AHEAD!

People don't succeed because they're lucky. They succeed because they set goals and work toward those goals.

They do this for success, and they follow these four strategies to succeed.

REVIEW ONLY

1 Organization Use this datebook to write down all the homework, projects and events for which you're responsible. Also, ensure you have all the information and tools to complete your school work correctly and on time.

School Datebooks

2 Time Management Managing your time wisely ensures you have the time to do both what you need to do and what you want to do.

Three keys:

- Set aside specific times for routine tasks (e.g., homework and household chores).
- Map out time for everything you have to do, such as travel to school, team practices and go to your part-time job.
- Build in some flexibility. Some things may take more or less time than you expect. Plan on it!

DO NOT SUBMIT FOR PRINT

3 Setting Priorities Start with your more important tasks and move down the list. Stay on task – don't let yourself get sidetracked. Stick to those tasks that must be completed and have the most impact on your success.

4 Setting Goals Just wishing to get better grades or to excel in sports accomplishes nothing. You need an action plan with clear, attainable goals. Goal-setting also lessens your stress by making you feel more in control of your life. When setting goals:

- Write them down.
- Be specific.
- Set specific time limits, whether they're for 6 weeks, a semester or a year.
- Be realistic. If you're a "C" student in math, set up steps for attaining a "B," then set steps for getting that "A."
- Develop a plan for reaching each goal. Make a list of the tasks or steps you need to complete.
- Share your goals with others to gain their support.
- Visualize your success.
- Build in rewards for yourself when you reach each goal.