

# PLAN TO GET AHEAD!

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

They **plan for success**, and they follow these four strategies to succeed:

## 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 materials and tools to complete your school work correctly and on time.

**REVIEW ONLY**

## 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, attend 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**

## 3 Setting Priorities

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

**FOR PRINT**

## 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.