September, 2017

Dear Tool Kit User,

At Banacos Academic Center, we strive to provide WSU students with tools to meet their academic potentials. We hope that this Academic Tool Kit on Planning will allow you to take some time to assess how you use your time and what helpful adaptations you might make.

Included in this Tool Kit is:

1. A talking points sheet for the tool kit user

…and several handouts:

1. How much time do I really have/Planning Routines 2 sided handout
2. Creating a regular weekly schedule instructions
3. A semester weekly schedule grid
4. A class schedule worksheet
5. A things to do list worksheet
6. A resource list of people to talk to on campus

You provide copies of the handouts above, scrap paper and pens or pencils

Often, some of the best ideas for planning come from other students. Please gather some of your friends, fellow club members, team mates, study buddies, hall residents or class mates.

Begin by reading through the talking points on the Academic Tool Kit-Planning Talking Points sheet.

Read all four questions.

Then allow others to answer the questions. It is often most effective and allows for greater participation when people are given time to write down answers and then discuss their answers.

Read through the How Much Time in a Day handout and have people answer the questions at the bottom for themselves.

Have students review the various schedule grids available. These are to be used as tool – to at least once in the semester, think about how much time is available in the week to do all that a student wants to do.

Strategize with others about how individuals could fill out the schedule grids.

Each individual should fill out that person’s preferred schedule grid.

Review the Things to do handout and have students fill that out if they would like.

Ask each person what realistically that person could commit to doing differently in the upcoming week.

If people are up to following up next week at the same time, then schedule that meeting!

Take care,

The team at Banacos Academic Center