

Go-To Strategies for Planning

As you explore strategies for planning, reflect on what works for you, what doesn't, and how much energy you're willing to spend to try something new.

Here are some ideas for taking your planning to the next level. What feels exciting and doable? Try some out and check them off! Aim for one or two new strategies you could incorporate into your next planning session.



- PLAN TIME TO PLAN.** Intentionally designate a time each week to plan what's coming up.
- BREAK LARGE PROJECTS UP AND SPREAD THE WORK OUT** to make tasks more manageable and less daunting.
- PLAN BACKWARDS** from the due date as you schedule each component of the project. Also consider when you might get feedback on your progress, engage in edits, and have time for it to sit before you return to your project.



- REFLECT** on how long you can concentrate, and use this to make realistic plans.
- IDENTIFY OPTIMAL TIMES** in the day/week when you focus best on certain tasks and content. Your optimal times may be different for different things. Use this to inform your planning.
- START AND FINISH EARLY.** Plan to complete your work early so you have time to get help, ask questions, or navigate any challenges along the way.



- SCHEDULE TIME FOR BASIC NEEDS**, including meals, sleep, and activities that bring you joy/rest/connection.
- PRIORITIZE ACTIVITIES THAT SUPPORT YOUR MENTAL & PHYSICAL WELLBEING** in the same way you prioritize your classes and study time.
- MAKE A TO-DO LIST** based on your calendar and cross completed items off. It can be so motivating to see what you've achieved!



- COLOR-CODE RELATED TASKS.** This can make your calendar or to-do list easier to review quickly.
- REFER BACK TO YOUR PLAN.** Once you've invested the time to make a plan, be sure to reference what you've developed. Consider putting your plan in a place you'll see frequently, such as at your desk, on your electronic devices, in your notebook, or on your fridge.
- REFLECT ON YOUR SYSTEM.** What do you like about your system, what's not working for you, and what do you want to adjust?



- REWARD YOURSELF.** If you follow your plan, you can...Make yourself a star chart! Treat yourself to boba! Put \$1 into a jar that you can use to buy something special later! *(You're more likely to stick to a habit if you incorporate small, immediate rewards.)*