

COLLEGE OF THE
ALBEMARLE





CM
IN



Success
begin for



At your service...
We are the best...
...for your business...
...and your success...
...is our only business.



COLLEGE OF THE ALBEMARLE



STUDENT HANDBOOK

2002 -2003

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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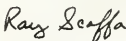


WELCOME !

Welcome to College of The Albemarle! Students are the most important people at the college. The faculty and staff are eager to help you reach your educational and career goals. We are committed to providing an environment of mutual respect in which each member of our college will realize her/his maximum potential.

Read this handbook to begin your college career on a positive note. It is filled with information to help you succeed at COA and in your career. Develop habits for your success. By doing so, you will experience a healthy, productive, and rewarding life.

Graduates of College of The Albemarle have performed well in a wide variety of careers. If you are interested to know the graduation rate of students in your program of study, please see the Registrar. Please seek the assistance of faculty and staff as you need it. Get involved in college activities. Have a wonderful year!



Ray Scaffa
Vice President for Student Development

COA PRIDE

Self-respect . . . Dignity . . . High-minded personal values . . . Satisfaction taken in your achievements . . . The fulfillment received from doing your best . . . This is pride.

Courtesy . . . Responsibility . . . Service . . . Respect for fellow students, faculty, and staff . . . Taking responsibility for your actions . . . This is COA Pride.

COA Pride is a collective agreement among all students, faculty, and staff to sustain an excellent community for learning. We all work together to maintain a safe and clean campus. Each of us contributes to a friendly and helpful atmosphere from which all of us benefit. This includes refraining from using profanity, placing trash in cans, attending every class on time, completing each assignment to the best of your ability, providing assistance to newcomers, participating in activities and services, and enabling each member of our campus community to reach individual and common goals. COA Pride sets a high standard of excellence for all of us.

Call Ray Scaffa, 335-0821, ext. 2251, or Linda Lewis, ext. 2218, to get involved with COA PRIDE.

Purpose of the College

The purpose of College of The Albemarle is to provide accessible education, training, and retraining for better jobs and better lives in northeastern North Carolina.

Mission Statement

In keeping with the mission of the North Carolina Community College System, College of The Albemarle opens the door to high-quality, accessible educational opportunities that minimize barriers to post-secondary education, maximize student success, and improve the lives and well being of individuals by providing:

- Education, training, and retraining for the adult work force in a global economy, including literacy education, occupational, and pre-baccalaureate programs;
- Support for economic development through services to business and industry;
- Services to communities and individuals which promote the quality of life; and
- An environment that promotes job satisfaction and career development for faculty and staff.

Statement of Our Values

We respect the students, clients, and fellow employees whom we serve.

We believe in the dignity and potential of every person. We appraise others by the depth of their character, appreciating their cultural heritages and their diverse opinions.

We respect our relationships with one another.

We work with one another on the basis of trust, giving trust to others and seeking to earn their trust by speaking and acting with integrity, dependability, and sincerity. We value interdependent teamwork which operates through the exercise of mutual respect and the sharing of ideas and decisions.

We respect the educational process which we provide.

We value excellence in instruction. Through the practice of our values and attitudes, we seek to foster the education of the whole person.

We respect the community which we serve.

We value partnership in and service to the community as one of the responsibilities of citizenship. We value the resources provided to us by our community and seek to employ them efficiently and effectively.

CALENDAR

Fall Semester 2002

Fall Registration Begins.....	Monday, July 15
First Day of Classes.....	Monday, August 19
Last Day to Register or Add Classes.....	Wednesday, August 21
End of Refund Period: First Eight-Week Session.....	Thursday, August 22
End of Refund Period: 16-Week Session.....	Wednesday, August 28
Labor Day Holiday.....	Monday, September 2
Mid-Term Break.....	Monday - Tuesday, October 14-15
Last Day to Withdraw Without Grade Penalty.....	Wednesday, October 16
Last Day of First Eight-Week Session.....	Wednesday, October 16
First Day of Second Eight-Week Session.....	Thursday, October 17
Thanksgiving Holiday (no classes).....	Wednesday - Friday, November 27-29
Last Day of Classes.....	Monday, December 9
Exam Week.....	Tuesday - Monday, December 10-16
Fall Semester Ends.....	Monday, December 16

Spring Semester 2003

Spring Registration Begins.....	Monday, November 11, 2002
Late Registration.....	Thursday - Wednesday, January 2-8
First Day of Classes.....	Wednesday, January 8
Last Day to Register.....	Friday, January 10
End of Refund Period: First Eight-Week Session.....	Monday, January 13
End of Refund Period: 16-Week Session.....	Friday, January 17
Martin Luther King, Jr. Day.....	Monday, January 20
Last Day To Withdraw Without Grade Penalty.....	Wednesday, March 5
Last Day of First Eight-Week Session.....	Wednesday, March 5
Monday Classes Make-up Day.....	Wednesday, March 5
Mid-Term Break (Make-up Days).....	Thursday - Friday, March 6-7
First Day of Second Eight-Week Session.....	Monday, March 10
End of Refund Period: Second Eight-Week Session.....	Thursday, March 13
Spring Holiday (no classes).....	Monday - Friday, April 21-25
Last Day of Classes.....	Friday, May 2
Exam Week.....	Monday - Friday, May 5-9
Spring Semester Ends.....	Friday, May 9
Spring Commencement.....	Wednesday, May 14

Summer Session 2003

Registration Begins.....	Monday, April 14
First Day of Classes.....	Monday, May 19
End of Refund Period: First Five-Week Session.....	Tuesday, May 20
Memorial Day Holiday.....	Monday, May 26
End of Refund Period: 10-Week Session.....	Tuesday, May 27
Last Day to Withdraw Without Grade Penalty.....	Monday, June 23
Last Day of First Five-Week Session.....	Monday, June 23
First Day of Second Five-Week Session.....	Tuesday, June 24
End of Refund Period: Second Five-Week Session.....	Wednesday, June 25
Independence Holiday.....	Friday, July 4
Last Day of Classes.....	Monday, July 28
Summer Commencement.....	Wednesday, July 30

ACADEMIC ADVISEMENT

One of the most important activities you will engage in while at the college is the process of academic advisement. Academic advisement is a time for you and an advisor to discuss your academic and career goals, to explore options, and make informed decisions on a regular basis.

You will be assigned an advisor from among the faculty of the academic department representing your major area of study. If you are undecided about your major, you will be assigned to a Student Development advisor.

It is important that you maintain contact with your advisor throughout your enrollment. Faculty advisors post a schedule of office hours, and you should feel free to call on them anytime you need assistance. Your advisor will assist you in selecting courses, planning your schedule, and registering for your classes.

One of the most successful ways to ensure a successful academic career is to utilize the academic advising process.

How to Prepare for an Advising Appointment

1. Make your appointment EARLY.
2. Keep your appointment or call in advance to cancel so that someone else may have the time slot.
3. Be on time.
4. Review materials that you received at orientation or during previous appointments before you go to your advising appointment.
5. Write down any questions you wish to ask your advisor.
6. Take appropriate materials to the advising appointment (pen/pencil, catalog, graduation check sheet, class schedule booklet, trial schedule of classes, etc.)
7. Follow through on referrals and recommendations that are made during the advising sessions.

Advising Tools

The following resources are available to help you in the advising process. Collect this information and keep it on file and available to take with you when you meet with your advisor.

College Catalog

The college catalog contains information about academic policies and regulations, the curriculum for each academic program, and course descriptions for each course offered. The course descriptions will show any prerequisite or corequisite courses or any special restrictions. You should read all course descriptions and discuss with your advisor before registering each semester. You should also discuss with your advisor courses that are only offered certain semesters or on a limited basis and how this affects prerequisites.

Graduation Check Sheet

You should maintain an up-to-date Graduation Check Sheet for the program for which you are pursuing a degree or diploma. Graduation Check Sheets may be obtained from your advisor or from the Student Development office.

COA Schedule of Classes

The COA Schedule of Classes is the official schedule of classes published each semester. In addition to course listings offered, the Schedule also provides the following:

1. Dates to begin registration
2. First day of classes
3. Last day to register or drop/add classes
4. Deadline to pay tuition/fees
5. Tuition refund period

You should use the COA Class Schedule for the upcoming semester to prepare a trial schedule before meeting with your advisor. Remember to use your Graduation Check Sheet as a guide for preparing your class schedule.

STUDENT DEVELOPMENT INFORMATION

- To register for classes or drop and add a course, see your assigned academic advisor. Your advisor will help you complete the paperwork necessary. If you do not have an assigned academic advisor, see an advisor in Student Development.
- You are notified by mail when you are assigned an academic advisor. If you cannot remember who your advisor is, contact Student Development.
- To withdraw from all your classes, see your assigned academic advisor. If you do not have an assigned academic advisor, see an advisor in Student Development.
- To change your major, complete a Student Information Change Form available in Student Development or from your assigned academic advisor.
- To update your name, address, or phone number, complete a Student Information Change Form available in Student Development or from your assigned academic advisor.
- To apply for graduation, complete the application mailed to you during the fall semester before the spring or summer graduation for which you are eligible. If you do not receive an application in the mail, you may obtain one in Student Development and complete it during the fall semester before you plan to graduate.

Who's Who in Student Development?

P.O. Box 2327, Elizabeth City, NC 27906-2327 • 252/335-0821 • FAX 252/335-2011 • www.albemarle.edu

Ray G. Scaffa, Vice President, Student Development and Dean of Students	x2251	A120
Cherie A. Boyce, Admissions and Testing Advisor	x2281	A125
Emma L. Boyce, Assistant Director, Scholarships & Student Aid	x2217	A108
Mary Louise Brown, Registrar	x2252	A121
Angela Godfrey-Dawson, Director, Scholarships and Student Aid	x2225	A122
Judy A. Gordon, Director, Student Activities/Counselor	x2277	A119
Joyce S. Johnikins, Student Aid Assistant	x2355	A114
Kenneth L. Krentz, Director, Admissions and Testing	x2220	A117
Linda H. Lewis, Administrative Assistant, Student Development	x2218	A118
Maenecia M. Lewis, Activities and Retention Advisor	x2240	A117a
Annette Roberson, Admissions Technician	x2221	A118
Trisha B. Sawyer, Student Aid Assistant	x2355	A114
Renee J. Shannon, Student Aid Assistant	x2254	A112
Martha W. Swain, Director, Counseling and Career Development	x2243	A123

Dare County Campus

132 Russell Twiford
Manteo, North Carolina 27954
Phone (252) 473-2264 / Fax (252) 473-5497
www.albemarle.cc.nc.us/dare

Hours of Operation

Monday-Thursday, 8:00 a.m.-10:00 p.m.
Friday, 8:00 a.m.- 4:30 p.m.

Staff

Teresa T. James, Dean, Dare County Campus
Emily G. Robertson, Assistant Dean / Coordinator, Student Services

Chowan County Center

1316C North Broad Street
Edenton, North Carolina 27932
Phone (252) 482-7900 / Fax (252) 482-7999
www.albemarle.cc.nc.us

Hours of Operation

Monday-Thursday, 8:00 a.m.-10:00 p.m.
Friday, 8:00 a.m.- 4:30 p.m.

Staff

Lynn Hurdle-Winslow, Dean, Chowan County Center
Ella L. Holley, Director, Student Services

Where Do I Go?

A Quick Reference Guide to Programs and Services at College of The Albemarle

Academic Advising	Your Advisor	Linda Lewis	Ext. 2218	A118
Academic Advisor Assignments	Student Development	Mary Louise Brown	Ext. 2252	A121
Academic Records	Registrar	Ray Scaffa	Ext. 2251	A120
Accidents	Student Development	Linda Lewis	Ext. 2218	A118
Address Change	Student Development	Kenny Krentz	Ext. 2220	A117
Admissions	Admissions & Testing	Annette Roberson	Ext. 2221	A118
Application Information	Admissions Office	Martha Swain	Ext. 2243	A123
Career Counseling	Counseling & Career Dev.	Martha Swain	Ext. 2243	A123
Career Development Resources	Career & Life Planning Center	Anna Boyce	Ext. 2290	A118
Catalogs, Brochures, Applications	Admissions Office	Sonya Phelps	Ext. 2253	B101
Child Care Information	Student Support Services	Anna Boyce	Ext. 2290	A118
Class Schedules	Student Development	Diane Sawyer	Ext. 2250	E129
Continuing Education Classes	Continuing Education	Debra Williams	Ext. 2232	E214
Cooperative Education	Co-op & Job Placement	Cherrie Boyce	Ext. 2281	A125
Course Placement	Admissions & Testing Advisor	Mary Louise Brown	Ext. 2252	A121
Credit by Exam / CLEP	Registrar			
Curriculum Change	Advisor / Counselor			
Developmental Studies	Dev. Studies Dept. Chair	Rhonda Watts	Ext. 2209	A243
Disadvantaged Student Assistance	Student Support Services	Andrea Williams	Ext. 2224	C102
Disciplinary Procedures	Student Development	Ray Scaffa	Ext. 2251	A120
Dropping/Adding Courses	Academic Advisors			
Evening Classes	Evening Director	William Sterritt	Ext. 2343	A116
Financial Aid	Scholarship & Student Aid	Angela Godfrey-Dawson	Ext. 2225	A122
First Aid	Student Development	Linda Lewis	Ext. 2218	A118
Grades	Student Records	Mary Louise Brown	Ext. 2252	A121
Graduation	Registrar	Mary Louise Brown	Ext. 2252	A121
Housing	Admissions	Cherrie Boyce	Ext. 2281	A125
Instructional Concerns	Vice President, Instruction	Dr. Gene Loflin	Ext. 2241	A102
Instructor's Office Hours	Instructor's Office Door	(full-time faculty only)		
Insurance (student accident)	Business Office	Michelle Sheep	Ext. 2248	A129
Job Placement	Co-op & Job Placement	Debra Williams	Ext. 2232	E214

PROGRAMS & SERVICES

Library Services	Learning Resources Center	Bob Schenck	Ext. 2268	B108
Lost & Found	Receptionist / Switchboard	Patricia Lee	0	Lobby
Parking Decals	Business Office	Michelle Sheep	Ext. 2248	A129
Personal Counseling / Referrals	Counseling & Career Dev.	Martha Swain	Ext. 2243	A123
Placement Testing	Admissions & Testing	Cherrie Boyce	Ext. 2281	A125
Public Information	Marketing & Communications	Dawn McAvoy	Ext. 2255	A137
Refunds	Student Development	Ray Scaffa	Ext. 2251	A121
Registration	Academic Advisors			
Residency Requirements	Student Development	Ray Scaffa	Ext. 2251	A121
Security	Switchboard		0	Lobby
Scholarships	Scholarships & Student Aid	Angela Godfrey-Dawson	Ext. 2225	A122
Sexual Harassment	Students	Ray Scaffa	Ext. 2251	A121
Student Activities / Clubs	Faculty / Staff	Wendy Brickhouse	Ext. 2236	A108
Student Senate	Student Development	Judy Gordon	Ext. 2277	A119
Student Rights & Responsibilities	Student Development	Judy Gordon	Ext. 2277	A119
Students with Disabilities	Student Development	Ray Scaffa	Ext. 2251	A121
Textbooks	Student Support Services	Andrea Williams	Ext. 2224	C102
	Bookstore	Gwen Davis	Ext. 2237	Student Center
Transcript Evaluations	Registrar	Mary Louise Brown	Ext. 2252	A121
Transcripts	Registrar's Office	Linda Lewis	Ext. 2218	A118
Tutorial Services	Student Support Services	Robin Pavey	Ext. 2244	C101
Veterans' Educational Benefits	Registrar	Mary Louise Brown	Ext. 2252	A121
Withdrawal from Courses	Academic Advisors			
Work Study Program	Scholarships & Student Aid	Renee Shannon	Ext. 2254	A114

For programs and services at the Dare County Campus, the Chowan County Center, and other off-campus sites, consult the Dean/Assistant Dean/Coordinator in the site's main office.

Who Do I Call?

A Quick Reference Guide to Programs and Services in the Local Community

- ADA Coordinator..... 335-4487
Albamarle Hopeline..... 338-5338
Albamarle Hospital..... 335-0531
Albamarle Mental Health..... 335-0803
Albamarle Regional Health Services..... 338-4400
Alcoholics Anonymous..... 338-1849
Ask-A-Nurse..... 1-800-832-8836
Better Business Bureau..... 1-800-825-7955
Board of Elections..... 335-1739
Care Line..... 1-800-662-7030
Catholic Social Ministries..... 426-7717
Central Communications..... 331-1500
Chamber of Commerce..... 335-4365
Child Support Enforcement..... 338-4811
Child Advocacy, Kids First..... 338-5658
Clerk of Court..... 331-4751
Community Penalties..... 335-1963
Consumer Credit Counseling..... 335-9160
Cooperative Extension Services..... 338-3954
Developmental Evaluation..... 338-4044
Driver's License..... 331-4776
Economic Improvement Council..... 335-5493
Emergency Management..... 335-4444
Emergency Medical Services..... 335-1524
Employment Security Commission..... 331-4798
Family Resource Center..... 331-2214
FBI..... 335-0800
Fire Marshal..... 335-7649
Food Bank of the Albamarle..... 335-4035
Friends of the Court..... 338-1414
Highway Patrol..... 335-4300
Hopeline Crisis Line..... 338-3011
Hospice Home Care..... 338-4066
Housing Authority..... 335-1633
Independent Living Rehabilitation..... 338-0175
Internal Revenue..... 331-4746
Magistrate..... 331-4758
Narcotics Anonymous..... 335-2895
National Resource Center..... 1-800-424-8802
N.C. Dept. of Insurance's
Consumer Services Division..... 1-800-662-7777
Parks & Recreation..... 338-3981
Partnership for Children..... 333-1233
Poison Center..... 1-800-848-6946
Police..... 335-4321
Prevent Child Abuse N.C..... 1-800-354-KIDS
Probation and Parole..... 331-4806
Public Library..... 335-2473
Red Cross..... 335-2185
Register of Deeds..... 335-4367
Rescue Squad..... 335-5558
Salvation Army..... 338-4129
Senior Center..... 338-3981
Shenff..... 338-2191
Social Security & SSI Benefits..... 338-1155
Social Services..... 338-2126
Tax Office..... 338-6107
Transportation, Inter-County Public..... 338-4480
Veterans Affairs..... 331-4741
Vocational Rehabilitation..... 331-4768

A Quick Reference Guide to Dare Campus Resources

Academic Advising	Student Development	Emily Robertson	Ext. 223
Academic Records	Student Development	Malinda Lathan	Ext. 222
Admissions	Student Development	Emily Robertson	Ext. 223
Career Development Resources	Student Support Services	Kathryn Lamb	Ext. 227
Child Care Information	Student Support Services	Kathryn Lamb	Ext. 227
Class Schedules	Student Development	Malinda Lathan	Ext. 222
Continuing Education Classes	Continuing Education	Kim Spencer	Ext. 285
Cooperative Education	Cooperative Education	Kathryn Lamb	Ext. 227
Disadvantaged Student Assistance	Student Support Services	Kathryn Lamb	Ext. 227
Dropping/Adding Courses	Student Development	Malinda Lathan	Ext. 222
Financial Aid Scholarships	Student Development	Emily Robertson	Ext. 223
Grades	Student Development	Malinda Lathan	Ext. 222
Library Services	Learning Resources Center	Marion Heller	Ext. 230
Personal Counseling/Referrals	Student Development	Emily Robertson	Ext. 223
Placement Testing	Student Development	Emily Robertson	Ext. 223
Refunds	Cashier	Connie Mizelle	Ext. 248
Registration	Student Development	Malinda Lathan	Ext. 222
Student Clubs/Activities	Student Development	Emily Robertson	Ext. 223
Students with Disabilities	Student Support Services	Kathryn Lamb	Ext. 227
Transcripts	Student Development	Malinda Lathan	Ext. 222
Tuition/Fees Payments	Cashier	Connie Mizelle	Ext. 248
Tutorial Services	Student Support Services	Kathryn Lamb	Ext. 227
Withdrawal from Courses	Student Development	Malinda Lathan	Ext. 222

A Quick Reference Guide to Dare County Resources

Animal Shelter, Dare Co.	473-1101	Medical Center, Outer Banks	441-7111
Chamber of Commerce	441-8144	Mental Health, Substance Abuse	473-1135
Clarks Food Pantry	261-2016	Ministerial Association	441-6592
Commissioners	473-1101	Police Department, KDH	480-4036
Driver License Office	473-2143	Police Department, Manteo	473-2069
Elections, Dare Co.	473-1101	Police Department, NH	441-6386
Food Pantry, Cape Hatteras	995-5772	Red Cross, Dare County	473-3366
Food Pantry, Mt. Olivet Ch.	473-5768	Social Services	473-1471
Foundation, Community	261-8839	Thrift Shop, Manteo	473-5121
Health Department	473-1101	Thrift Shop, Rodanthe	987-2442
Hotline Inc.	473-3366	Veterans Service Office	473-1101
Library, Manteo	473-2372	Voluntary Action Center	480-0500

STUDENT ACTIVITIES

College of The Albemarle offers students the opportunity to participate in a number of extracurricular activities which enhance the educational experience. A variety of student interests are met through the Student Government Association, cultural events, recreational and athletic programs, club activities, and informative workshops.

Students may participate in the Student Government Association as elected and appointed Student Senate Officers and Senators. The SGA President or designee serves as ex-officio member of the Board of Trustees. Student representatives serve as voting members of college committees including the College Disciplinary Appeals Committee, The Student Affairs Committee, and ad-hoc committees.

Student activity fees are utilized by the Student Government Association to support dances, concerts, intramural sports, conferences, and cultural events. Any expenditure from the student activity fee fund must directly benefit students.

Active student clubs vary from year to year and may vary from campus to campus according to student interest. A partial list of student clubs includes Cosmetology, Computers, Literary Round Table, Nursing, Student Voice Newspaper, Students Against Drunk Driving, and Travel Clubs. Students who wish to form a new club should contact the Director of Student Activities.

Performing groups including the COA Band, Choral Group, and COAST players provide students opportunities to utilize their talents in shows on campus and in the community.

Membership in the college's international honor society, Phi Theta Kappa, is by invitation to students who demonstrate high scholastic standing, character, leadership, and service while attending College of The Albemarle.

The Department of Allied Health and Wellness offers intramural sports. Participation in intramural sports is voluntary, and no college credit is awarded. Activities offered through the intramural program are correlated with those taught in physical education courses to provide students an opportunity to practice their skills in actual competition.

For more information on student activities, please contact the following:

Chowan County Center	Ella L. Holley	482-7900		
Dare County Campus	Emily G. Robertson	473-2264	Ext. 223	DC113
Elizabeth City Campus	Judy A. Gordon	335-0821	Ext. 2277	A 119

CAMPUS SECURITY

If you are a witness to or victim of a crime, it is critical that it be reported immediately to a Campus Security Officer or Campus Police who patrol campus.

LOST AND FOUND

If you lose an article, report it to a Campus Security Officer immediately. Lost and found articles and inquiries should be directed to the Switchboard Operator/Information Center at the campus where the item is lost.

TIPS FOR A SAFE CAMPUS

- Do not leave personal property in public areas.
- Keep a good grip on your purse.
- Carry with you only what you need.
- Keep your distance from anyone who seems suspicious.
- Stay alert to your surroundings.
- Lock the doors to your vehicle.
- Do not accept a ride from anyone you do not know.
- Report perceived safety hazards to Campus Security.
- If taking night classes, stay in lighted areas only and use the buddy system when possible.

EMERGENCY COLLEGE CLOSINGS

In the event of an Emergency College Closing because of inclement weather (snowstorms, hurricanes), students can get the latest information by listening to the following radio stations:

WCNC - 1240 AM	WOBR - 95.3 FM	WRVS - 89.9 FM
WZBO - 1260 AM	WRSF - 105.7 FM	WNHW - 97.1 FM
WKJX - 96.7 FM	WFMZ - FM 105	WYND - 92.3 FM
WGAI - AM 56	WVOD - 99.1 FM	WFMZ - 105 FM
WCXL - FM 104	WERX - 102.5 FM	WOBX - 98.1 FM

TV stations listing current information about college closings are as follows:

WNCT - TV	WITN - TV	WCTI - TV	Adelphia Cable
WAVY - TV	WTKR - TV	WVEC - TV	Channel 8

For taped messages announcing the status of the college, you may call the following:

Elizabeth City Campus	(252) 335-0821
Dare County Campus	(252) 473-2264
Chowan County Center	(252) 482-7900

First Aid Kit Locations

Bobby Adams	A217	Chemistry
Charles Purser	C155	Drafting
Mark Cartwright	C153	Heating & AC Shop
Cathy Clair	A242	2nd Floor A Building
Nancy Farmer	E205	Occupational Education
Dara Harrell	C145	Cosmetology
Ron Hostutler		Maintenance Office
Lynn Hurdle-Winslow	Cbowan County Center	Front Desk
	Chowan County Center	Carpentry Class
Joy Johnson		Learning Center
Patricia Lee		Switchboard
Jerry Lecte	A206	Science Department
O. McNary	C139	Electrical Shop
Stanley Nixon	C138	Machine Shop
Emily Robertson	Dare County Campus	Student Development
Diane Sawyer	E129	Continuing Education
Bob Schenck	B108	Library
William Sterritt	A116a	Evening Director

Grade Point Average (GPA) Computation

Your semester grade point average is calculated by dividing the number quality points earned in a semester by the number of credit hours attempted in a semester. Your cumulative grade point average is figured the same way using totals from all semesters.

Example: John Doe attended COA last spring semester. He enrolled in five classes and his final grades were as follows:

Course	Grade	Semester Hrs.		Quality Points	Totals
ENG 111	A	3	x	4	= 12
BIO 111	C	4	x	2	= 8
MAT 161	B	3	x	3	= 9
HIS 121	B	3	x	3	= 9
PED 130	A	1	x	4	= 4
		14			42

Divide: $14 \overline{) 42.00} = 3.00$ = Grade Point Average



A COMPASS FOR CAMPUS™

PLANNING FOR PERSONAL SUCCESS

DISCOVER

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PLAN

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ACT

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STUDY STRATEGIES

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D

DISCOVER

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PLAN

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ACT

FACT

A day only has 24 hours.

FACT

You need at least 7-9 hours to sleep. You also need time to eat and relax. Your time is valuable. Unless you have the proverbial memory of an elephant, you will not remember everything you need to do today, tomorrow, next month . . .

Use this planner and get organized. Read the next few pages to discover how to make the most of it!



**Successful
students set goals
to achieve ...**

**WHAT
MATTERS
MOST**

Discover WHAT MATTERS MOST*

Examples: family, independence, your fraternity or sorority, a successful career . . .

Feeling in control starts at square one. Discover who you are. What do you value most? How do you make choices? What does your future hold? What is truly important?

Plan WHAT MATTERS MOST*

Examples: Talk to my academic advisor before November 1st.

Time for the next step. Where do you want to be? What do you need to do to get there? Set some goals. Plan your month. Plan your week. Make it challenging . . . but be realistic!

Act UPON WHAT MATTERS MOST*

Examples: Do research for English essay today.

Ready for some action? Plan your day. List and prioritize your tasks - important things first. Think about your purpose, roles and goals. And . . . make it happen!

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To discover what matters most, take three steps: begin with identifying your personal values. Next, determine your key roles and relationships. Then, reflect on your mission, your purpose, your hopes and dreams.



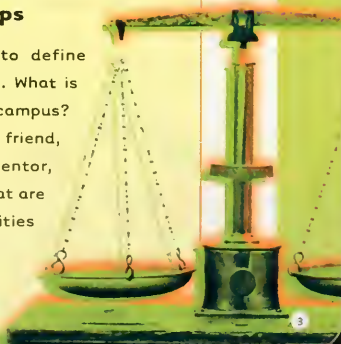
Your personal values

This is where it all starts. What is important to you? What do you value in others? How would you like to be remembered? Make a list! Then, prioritize your values and write a statement clarifying the meaning of each value for you personally. Examples of personal values: honesty, humor, patience, integrity, respect, spirituality, or fitness.



Your roles and relationships

Take a few minutes to define some of your key roles. What is your role at home? On campus? Who are you: a partner, friend, roommate, parent, mentor, learner, advisor . . . What are some of the responsibilities that go with each role?





Your mission

Your mission is your unique purpose. It's what gives your life direction. Writing your own **mission statement** will take some deep reflection on who you are and what you would like to accomplish. Completing the phrases below will help you get started:

Some of the most important things in my life are:

My greatest moments of happiness and fulfillment are:

Some of my dreams are:

I am motivated by and passionate about:

My natural gifts, talents, strengths, and abilities include:

In five years, I will be:

Get started! Go to www.premieragendas/hed/student/mission.php. Your mission statement is constantly evolving. Revisit it regularly.



PLAN WHAT MATTERS MOST

P

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Plan what matters most. Set some goals! Goals are the concrete expression of what's most important to you. They help you focus your efforts. They break down a dream into specific, achievable tasks. Make your dreams come true . . .

SET GOALS, BUT REMEMBER TO MAKE THEM SMART:

S **SPECIFIC** Specific goals state exactly what you want to accomplish. They are not vague or confusing, but clear and concise!

EXAMPLES

I want to buy a used computer.

M **MEASURABLE** Measurable goals state what you want and when you want it. They enable you to measure your progress at any point along the way.

I will save enough money to buy it before the next semester.

A **ACTION-ORIENTED** Action-oriented goals indicate how they will be achieved. They specify what you need to do to reach your goals.

I will set aside \$25 each week.

R **REALISTIC** Realistic goals are possible. They are attainable, considering the resources and constraints relative to your situation.

I can afford to save this money.

T **TIMELY** Timely goals allow reasonable time to achieve them, but not so much time that you lose focus or motivation. Timely goals have a specific deadline.

I will achieve my goal by the end of this semester.

**"A goal is
a dream with
a deadline."**

ANONYMOUS



Before you start planning, let's look at how you spend your time . . .

THE TIME MATRIX™

How do you spend your time? Think of your daily activities. How do you decide what to do first? The four quadrants of the Time Matrix help you categorize activities in terms of two keywords: important and urgent.

Important - Goals. Values. Activities that contribute toward your mission.

Urgent - Tasks that call for immediate attention.

Focusing on activities in quadrant 2 (important, not urgent) will help you improve your personal effectiveness.

EXAMPLES



FIRST THINGS FIRST™

- Spend time on important things before they become urgent (Q2).
- Don't be ruled by urgency. Never avoid important work because of merely urgent tasks.
- Do important things early. Waiting until they're urgent just increases your stress level.
- After classes, review what work needs to be completed.
- Prioritize your tasks. Complete them in that order.

LONG-RANGE GOALS



"Things which matter most must never be at the mercy of things which matter least."

GOETHE

Long-range goals are the **basic basics**[™] of planning. They are the concrete expression of your values and mission in your daily actions. Long-range goals can be personal, academic or work-related. Whatever they are, setting goals can help you achieve them.

WHEN SETTING YOUR LONG-RANGE GOALS:

- 1 Remember to review what matters most to you.
- 2 Make sure you set **SMART** goals (p. 5).
- 3 Use the monthly planning pages to record your goals.
- 4 Record academic goals on the project planning or goal setting pages (p. 14-21).

MAKE IT EASY ON YOURSELF!

Break down your goals into small, intermediate tasks and work toward them one step at a time:

- 1 List and prioritize the intermediate steps required to complete the goals.
- 2 Assign a timeline to each step.
- 3 Determine the tasks associated with completion of each step.
- 4 Schedule individual tasks on the monthly and weekly pages of your planner.

MONTHLY GOALS / LONG-RANGE PLANNING

History Project (due 11/3): Complete the project at least one week before the due date so I have time to review. I will:

- make a rough outline of all the steps (10/17)
- set aside at least three hours each week



P

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L
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Ready to achieve your goals? Start planning ...

P

P
L
A
N

WEEKLY PLANNING

Use your weekly planning pages to record your weekly goals. Do it right at the beginning of the week. This will help you stay focused and accomplish your most important tasks. Make the weekly planning process your ...

Habit for Success:

- 1 Review your values, roles, and mission. These determine **What Matters Most**!
- 2 Evaluate last week's choices. Were they in line with your values and priorities?
- 3 Check your monthly pages and review your long-range goals.
- 4 Schedule your weekly goals.

Remember . . .

Weekly goals are not typical daily action or "to do" items. They are your priorities, your **"big rocks"** for the upcoming week. Weekly goals include activities such as relationship building, personal development, preparation: activities that are directly related to what matters most to you. Choose only a few big rocks for each week. Setting too many weekly goals limits your ability to focus and accomplish what you set out to do. Examples of weekly goals: *finish the Aztec report, talk to my academic advisor, go for a run at least three times this week, take Suzanne out for dinner, call home.*



"First plan the big rocks, then schedule the pebbles."

ACT UPON WHAT MATTERS MOST

A

This is where it all comes together. You turned your dreams into goals...



your goals into plans . . . The next step? Make it happen!

A
C
T

DAILY PLANNING

Daily planning allows you to prioritize your daily tasks and stay focused. Follow these steps to plan your day:

- 1 Review the previous day for any unfinished activities.
- 2 List your things to do for today. Be realistic!
- 3 Prioritize your tasks, giving each an A, B or C value.
- 4 Number each task to determine the order in which they will be completed.
- 5 Act upon your plan!

PRIORITIZE

Plan carefully! Prioritizing your tasks is a simple way of helping you focus on what matters most. For each of your tasks decide whether they are:

- A Vital** — Your big rocks! Extremely important tasks that affect your weekly goals and must be done today.
- B Important** — Important tasks that must be done soon. Examples: projects, class preparation, buying a birthday gift for a friend, and other time-driven (urgent) activities or personal priorities.
- C Optional** — Or ... trivial. Examples include getting a haircut, a visit to the mall, or reorganizing your bookshelves. Do these when you have some extra time.



HOW TO BEAT PROCRASTINATION

- Don't wait to do the important tasks. Start now!
- Reward yourself when you complete a task.
- Work with and encourage others. Let them encourage you.
- Be in control. Just let the phone ring!

"Never put off till tomorrow that which you can do today."

BENJAMIN
FRANKLIN

SUCCESSFUL STUDY STRATEGIES

Preparing for Class

- ▶ Do the assigned reading well in advance.
- ▶ Before class, take a few minutes to refresh your knowledge and review your notes from the previous class.

Reading Textbooks

- ▶ Survey the text for headings, keywords, or summaries.
- ▶ Estimate the amount of time needed to read the entire section.
- ▶ Plan to read a specific number of pages in a limited time period.
- ▶ Underline key ideas and write notes during your actual reading.
- ▶ Don't be afraid to write notes or draw arrows directly in your textbook.
- ▶ Recite the material to yourself; know what you have read.

CRITICAL THINKING:

Think Abstract!
Look for key ideas, patterns, and recurring principles.

Think Creative!
Find new possibilities or alternative solutions; brainstorm.

Think Objective! Distinguish between facts and opinions: what's true?

Think Precise! Organize your ideas; be clear.

- ### Taking Notes
- ▶ Be an active listener.
 - ▶ Don't write down everything.
 - ▶ Listen for and record main ideas and supporting facts.
 - ▶ Leave sufficient white space to allow you to add notes later on.

- ### Remembering
- ▶ After class, quickly review your notes.
 - ▶ Add explanatory notes or highlight important facts.
 - ▶ Recite your notes to yourself, or teach the material to a friend.
 - ▶ Apply what you're learning as soon as possible.

Studying for an Exam

- ▶ Ask your instructor what type of test it will be (essay, multiple choice).
- ▶ How long will the exam last, and how will it be graded?
- ▶ Study regularly throughout the course.
- ▶ Set up a study schedule and review all materials well before the test.
- ▶ Write out likely questions and answer them.
- ▶ Form a study group, discuss views, and quiz your partners.
- ▶ Get enough rest the night before the exam.

TAKING AN ESSAY EXAM

- ▶ Survey the entire exam and note the questions that are easy for you.
- ▶ Estimate how much time you have to answer each question.
- ▶ Answer easier questions first to build your confidence.
- ▶ Read questions several times to ensure you understand what is being asked.
- ▶ Underline keywords such as *analyze*, *discuss*, *define*, or *describe*.
- ▶ Take a few moments to brainstorm and create a rough outline.
- ▶ Support each major idea with specific examples and detailed information.
- ▶ Remember to begin each answer with an introduction.
- ▶ Conclude by briefly summing up your answer.

TAKING A MULTIPLE CHOICE TEST

- ▶ Read each question carefully.
- ▶ Before looking at the possible answers, form an answer in your mind.
- ▶ Read each possible answer carefully before making a choice.
- ▶ Watch for words such as *always*, *never*, *only*, or *except*.
- ▶ Don't change your initial answer unless you're absolutely certain it's wrong.



PLANNING YOUR STUDIES

- Talk to an academic advisor and explore your areas of interest. One of these could become your major!
- Make a list of all your required and elective courses.
- Obtain a future course schedule from your faculty.
- Use your future planning pages (p. 22,23) to plan your courses.
- Revise your plan any time courses or requirements change.

CLASS SCHEDULE

SEMESTER/QUARTER

SEMESTER/QUARTER

TIME CLASS/LOCATION

TIME CLASS/LOCATION

		MON		
		TUE		
		WED		
		THU		
		FRI		

INSTRUCTORS / T.A.S

INSTRUCTORS / T.A.S

NAME _____

PHONE _____ HRS. _____

E-MAIL _____

NAME _____

PHONE _____ HRS. _____

E-MAIL _____

NAME _____

PHONE _____ HRS. _____

E-MAIL _____

NAME _____

PHONE _____ HRS. _____

E-MAIL _____

NAME _____

PHONE _____ HRS. _____

E-MAIL _____

NAME _____

PHONE _____ HRS. _____

E-MAIL _____

CLASS SCHEDULE

SEMESTER/QUARTER

SEMESTER/QUARTER

TIME	CLASS/LOCATION		TIME	CLASS/LOCATION
		MON		
		TUE		
		WED		
		THU		
		FRI		

INSTRUCTORS / T.A.S

INSTRUCTORS / T.A.S

NAME _____	NAME _____
PHONE _____ HRS _____	PHONE _____ HRS _____
E-MAIL _____	E-MAIL _____
NAME _____	NAME _____
PHONE _____ HRS _____	PHONE _____ HRS _____
E-MAIL _____	E-MAIL _____
NAME _____	NAME _____
PHONE _____ HRS _____	PHONE _____ HRS _____
E-MAIL _____	E-MAIL _____

PROJECT PLANNING



PROJECT

CLASS	DUE DATE	COMPLETION DATE

REQUIREMENTS/
DESCRIPTION

INFORMATION NEEDED FOR PROJECT	LOCATION/SOURCES
--------------------------------	------------------

INTERMEDIATE STEPS	COMPLETION DATE
--------------------	-----------------

NOTES

PROJECT PLANNING

PROJECT

CLASS	DUE DATE	COMPLETION DATE
-------	----------	-----------------

REQUIREMENTS/
DESCRIPTION

INFORMATION NEEDED FOR PROJECT	LOCATION/SOURCES
--------------------------------	------------------

INTERMEDIATE STEPS	COMPLETION DATE
--------------------	-----------------

NOTES

PROJECT PLANNING

PROJECT

CLASS	DUE DATE	COMPLETION DATE

REQUIREMENTS/
DESCRIPTION

INFORMATION NEEDED FOR PROJECT	LOCATION/SOURCES
--------------------------------	------------------

INTERMEDIATE STEPS	COMPLETION DATE
--------------------	-----------------

NOTES

PROJECT PLANNING



PROJECT

CLASS	DUE DATE	COMPLETION DATE

REQUIREMENTS/
DESCRIPTION

INFORMATION NEEDED FOR PROJECT

LOCATION/SOURCES

INTERMEDIATE STEPS

COMPLETION DATE

NOTES

RECORD OF ACHIEVEMENT

GOAL SETTING

COURSE **GOAL**

INSTRUCTOR/TA

DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

COURSE **GOAL**

INSTRUCTOR/TA

DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

COURSE **GOAL**

INSTRUCTOR/TA

DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

COURSE **GOAL**

INSTRUCTOR/TA

DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

RECORD OF ACHIEVEMENT GOAL SETTING

COURSE		GOAL	
INSTRUCTOR/TA			
DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

COURSE		GOAL	
INSTRUCTOR/TA			
DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

COURSE		GOAL	
INSTRUCTOR/TA			
DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

COURSE		GOAL	
INSTRUCTOR/TA			
DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

GOAL SETTING

COURSE

GOAL

COURSE

GOAL

INSTRUCTOR/TA

INSTRUCTOR/TA

DATE

PROJECT/TEST/ASSIGNMENT

GOAL / AVG

GRADE

DATE

PROJECT/TEST/ASSIGNMENT

GOAL / AVG

GRADE

FINAL GRADE

CREDITS EARNED

FINAL GRADE

CREDITS EARNED

COURSE

GOAL

COURSE

GOAL

INSTRUCTOR/TA

INSTRUCTOR/TA

DATE

PROJECT/TEST/ASSIGNMENT

GOAL / AVG

GRADE

DATE

PROJECT/TEST/ASSIGNMENT

GOAL / AVG

GRADE

FINAL GRADE

CREDITS EARNED

FINAL GRADE

CREDITS EARNED

CLASS SCHEDULE

Most colleges and universities offer future class schedules. Obtain a copy of this schedule and list the classes you might take in the left-hand column. Plan a tentative schedule in the center column. The right-hand column is used to record your actual schedule. As you complete the classes, record the date completed and the grade received on your Graduation Requirements Form (see p.24).

SEMESTER **1** QUARTER

POSSIBLE CLASSES	TENTATIVE SCHEDULE	ACTUAL SCHEDULE

SEMESTER **2** QUARTER

POSSIBLE CLASSES	TENTATIVE SCHEDULE	ACTUAL SCHEDULE

GRADUATION REQUIREMENTS



GENERAL EDUCATION REQUIREMENTS	DATE/GRADE	GENERAL EDUCATION REQUIREMENTS	DATE/GRADE
PREREQUISITES FOR MAJOR	DATE/GRADE	PREREQUISITES FOR MINOR	DATE/GRADE
REQUIREMENTS FOR MAJOR	DATE/GRADE	REQUIREMENTS FOR MINOR	DATE/GRADE
ELECTIVES	DATE/GRADE	ELECTIVES	DATE/GRADE



FINANCIAL AID INFORMATION

NAME OF FINANCIAL AID

TYPE OF FINANCIAL AID

SOURCE

AMOUNT

REQUIREMENTS TO MAINTAIN

PAYBACK REQUIREMENTS (IF ANY)

NAME OF FINANCIAL AID

TYPE OF FINANCIAL AID

SOURCE

AMOUNT

REQUIREMENTS TO MAINTAIN

PAYBACK REQUIREMENTS (IF ANY)

NAME OF FINANCIAL AID

TYPE OF FINANCIAL AID

SOURCE

AMOUNT

REQUIREMENTS TO MAINTAIN

PAYBACK REQUIREMENTS (IF ANY)

Thinking about career planning? ... Think about your community!

Your community is one of your best resources for information on careers, finances, etc. See your academic advisor or counselor. Get informed!

Success doesn't happen by itself. Make a plan! Chart your course! The sooner you start, the sooner you will begin to achieve your goals. This guide

will help you explore your career possibilities and give you some tips on reaching your destination. Enjoy the trip!

1 ASSESS YOURSELF

Employers are looking for certain skills and attitudes

Think about it:

- ▶ What interests and skills have you developed?
- ▶ What do you like best: working with people, things, or ideas?
- ▶ What goals and values have you set for yourself?

2 EXPLORE POSSIBILITIES

Interested in a few careers?

Check them out:

- ▶ Search the Web.
- ▶ Check them out firsthand by volunteering or working part-time.
- ▶ Get to know what they are all about through talking to people in a specific field, observing them at work, or visiting professional meetings. Network.
- ▶ Find out about internships, summer jobs, and other options.

Note: don't base important decisions on only one experience. Give everything a fair trial, and keep your options open.

3 INFORM YOURSELF

Investigate a variety of career paths

Know the facts:

- ▶ What qualifications are required?
- ▶ Is there room for personal and professional growth?
- ▶ Are there jobs open now?
- ▶ What's the projected growth?
- ▶ What are the working conditions?

The more knowledge you have about a chosen career, the better your decision will be.

4 PREPARE YOURSELF

Get ready. Prepare your job hunting tools

- ▶ Create a résumé and cover letter.
- ▶ Contact people for references.
- ▶ Investigate companies that interest you (check the library).

Being prepared will boost your confidence for the next stage.

5 PRESENT YOURSELF

Make yourself stand out!

ON PAPER:

- ▶ Prepare a great résumé.
- ▶ Create a cover letter for each company.

IN PERSON:

- ▶ Check the interview tips on the next few pages.

Components of an effective résumé:

- 1 **Identification:** Full name, mailing address, telephone number.
- 2 **Objective:** Describe the kind of job you are looking for; be specific.
- 3 **Education:** School name, (expected) graduation date, GPA; special recognition for projects or awards received.
- 4 **Experience:** Describe jobs by listing name of company, job title, dates employed and duties performed. Include volunteer experiences and internships. Sometimes it is preferable to group jobs by category (such as "teaching experience").
- 5 **Skills:** List basic skills and abilities as well as any special skills you may have (more suitable when you don't have much experience).
- 6 **Organizations:** Memberships and offices held in clubs show your ability to assume responsibility and work with other people.
- 7 **Personal Interests:** List any hobbies and personal interests to help give a more rounded picture of yourself, as well as to provide conversation topics during the interview.
- 8 **References:** State that references are available upon request, or list the names and phone numbers of three or four professionals who would be glad to recommend you (make sure you get their permission first).

Preparing a professional cover letter

- 1 A good cover letter presents yourself: it connects your skills and experiences with specific job requirements.
- 2 Be sure to include the exact name and title of the person responsible for hiring.

How to complete an application form:

Fact: 75% of the applications most companies receive are messy, incomplete, completed incorrectly, or all three of these.

- Read carefully and follow directions.
- Use a black ink ballpoint pen (unless indicated otherwise).
- Do a rough copy first and correct errors before completing the actual copy.
- Answer all questions: if a question does not apply to you, write 'n/a' (not applicable) or write 'will explain during interview.'
- Be positive; do not volunteer negative experiences.
- Be honest.

How to conduct yourself in the job interview:

- Introduce yourself and be prepared to shake hands (do it firmly).
- Be well groomed, neat and clean, but don't be overdressed for the occasion.
- Listen carefully to the interviewer and answer all questions fully and honestly.
- Show your energy and enthusiasm for the job, but don't overdo it.
- Never be late for an interview. If there's some emergency situation that arises, contact the employer to explain.
- Take some deep breaths before the interview and relax yourself, physically as well as mentally. This will make you more alert during the interview.

Check our website at www.premieragendas.com/hed for examples of a resume and cover letter.

To be successful you will need many skills in the world of work. Here are a few that employers consistently say are capabilities they seek in applicants.

COMMUNICATION SKILLS

- ▶ Listen to understand others' meaning and perspective.
- ▶ Speak clearly and communicate your ideas with confidence.
- ▶ Read to gather information quickly and efficiently.
- ▶ Write clearly and effectively, keeping in mind order and structure.

THINKING SKILLS

- ▶ Think critically and evaluate situations, choices, and solutions.
- ▶ Use logic effectively in planning and problem-solving.
- ▶ Know the principles of mathematics and apply them to business purposes.
- ▶ Understand and use technology, computers, and information systems.
- ▶ Seek out and apply knowledge: research information from diverse sources.

PERSONAL QUALITIES

- ▶ Be honest, have a high degree of personal integrity and responsibility.
- ▶ Have a positive attitude, along with confidence and self-esteem.
- ▶ Be hard-working, persistent, and determined.
- ▶ Show initiative and energy.
- ▶ Demonstrate track record of setting and meeting goals.
- ▶ Possess the ability to manage time and resources efficiently.
- ▶ Understand how to set priorities and plan accordingly.
- ▶ Demonstrate accountability.
- ▶ Adapt to change ... commit to life-long learning.
- ▶ Respect diversity and difference.
- ▶ Be creative: seek new and innovative solutions.

INTERPERSONAL/TEAMWORK SKILLS

- ▶ Respect others' ideas and positions.
- ▶ Show ability to work cooperatively with team members.
- ▶ Understand and commit to corporate goals.
- ▶ Seek to develop and improve teamwork.
- ▶ Demonstrate leadership qualities.

CRITICAL SKILLS FOR LIFE AND WORK

THE **Top**
10

ANALYTICAL THINKING

RESEARCHING

ORGANIZING

SPEAKING

WRITING

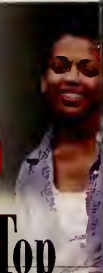
TEAMWORK

MATHEMATICAL AND SCIENTIFIC REASONING

PERSONAL INTEGRITY

TECHNOLOGY SKILLS

CAREER PLANNING



UNITS OF MEASUREMENT

Metric system		
mm	millimeter	.001 m
cm	centimeter	.01 m
dm	decimeter	.1 m
m	meter	1 m
dam	decameter	10 m
hm	hectometer	100 m
km	kilometer	1000 m

Note: Prefixes also apply to L (liter) and g (gram). Canadian preferred spelling: metre, litre.

English system		
1 foot (ft)	= 12 inches (in)	1 sq. mile = 640 acres
	1' = 12"	1 tablespoon (T) = 3 teaspoons (t)
1 yard (yd)	= 3 feet	1 cup (c) = 16 tablespoons
1 mile (mi)	= 1760 yards	1 pint (pt) = 2 cups
1 sq. foot	= 144 sq. inches	1 quart (qt) = 2 pints
1 sq. yard	= 9 sq. feet	1 gallon (gal) = 4 quarts
1 acre	= 4840 sq. yards	16 ounces (oz) = 1 pound (lb)
	= 43560 ft	1 ton = 2000 pounds

CONVERSIONS

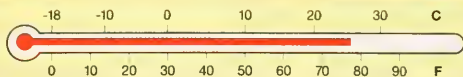
LENGTH / AREA			
to go from	to	multiply by	to go from
cm	→ in	0.3937	mi → km
in	→ cm	2.54	m ² → ft ²
m	→ ft	3.2808	ft ² → m ²
ft	→ m	0.3048	km ² → mi ²
km	→ mi	0.6214	mi ² → km ²
			1.609
			10.76
			0.0929
			0.3861
			2.59

WEIGHT / CAPACITY			
to go from	to	multiply by	to go from
g	→ oz	0.0353	T → t
oz	→ g	28.35	ml → fl oz
kg	→ lb	2.2046	fl oz → ml
lb	→ kg	0.4536	L → gal
t	→ T	1.1023	gal → L
			0.9072
			0.0338
			29.575
			0.2642
			3.785

Common Units used with the International System

UNITS OF MEAS.	ABBREV.	RELATION	UNITS OF MEAS.	ABBREV.	RELATION
meter	m	length	degree Celsius	°C	temperature
hectare	ha	area	kelvin	K	thermodynamic temp.
tonne	t	mass	pascal	Pa	pressure, stress
kilogram	kg	mass	joule	J	energy, work
nautical mile	M	distance (navigation)	newton	N	force
knot	kn	speed (navigation)	watt	W	power, radiant flux
liter	L	volume or capacity	ampere	A	electric current
second	s	time	volt	V	electric potential
hertz	Hz	frequency	ohm	Ω	electric resistance
candela	cd	luminous intensity	coulomb	C	electric charge

Temperature



°C → °F: $n \times 1.8$; add 32

°F → °C: $(n - 32) \times 0.555$



- NORTH AMERICA**
- Antigua & Barbuda - St. John's
 - Bahamas - Nassau
 - Barbados - Bridgetown
 - Belize - Belmopan
 - Bermuda - Hamilton
 - Canada - Ottawa
 - Costa Rica - San Jose
 - Cuba - Havana
 - Dominica - Roseau
 - Dominican Rep. - Santo Domingo
 - El Salvador - San Salvador
 - Grenada - St. George's
 - Guatemala - Guatemala City
 - Haiti - Port-au-Prince
 - Honduras - Tegucigalpa
 - Jamaica - Kingston
 - Mexico - Mexico City
 - Nicaragua - Managua
 - Panama - Panama City
 - St. Kitts & Nevis - Basseterre
 - St. Lucia - Castries
 - St. Vincent & the Grenadines - Kingstown
 - Trinidad & Tobago - Port-of-Spain
 - U.S.A. - Washington D.C.

ASIA



- Afghanistan - Kabul
- Armenia - Yerevan
- Azerbaijan - Baku
- Bahrain - Manama
- Bangladesh - Dhaka
- Bhutan - Thimphu
- Brunei - Bandar Seri Begawan
- Cambodia - Phnom Penh
- China - Beijing
- Cyprus - Nicosia
- East Timor - Dili
- Georgia - Tbilisi
- India - New Delhi
- Indonesia - Jakarta
- Iran - Tehran
- Iraq - Baghdad
- Israel - Jerusalem
- Japan - Tokyo
- Jordan - Amman
- Kazakhstan - Almaty
- Korea North - Pyongyang
- Korea South - Seoul
- Kuwait - Kuwait
- Kyrgyzstan - Bishkek
- Laos - Vientiane
- Lebanon - Beirut
- Malaysia - Kuala Lumpur
- Maldives - Male
- Mongolia - Ulan Bator
- Myanmar - Yangon
- Nepal - Kathmandu
- Oman - Muscat
- Pakistan - Islamabad
- Philippines - Manila
- Qatar - Doha
- Russia - Moscow
- Saudi Arabia - Riyadh
- Singapore - Singapore
- Sri Lanka - Colombo
- Syria - Damascus
- Taiwan - Taipei
- Tajikistan - Dushanbe
- Thailand - Bangkok
- Turkey - Ankara
- Turkmenistan - Ashkhabad
- United Arab Emir. - Abu Dhabi
- Uzbekistan - Tashkent
- Vietnam - Hanoi
- Yemen - Sanaa

SOUTH AMERICA



- Argentina - Buenos Aires
- Bolivia - Sucre
- Brazil - Brasilia
- Chile - Santiago
- Colombia - Bogota
- Ecuador - Quito
- Guyana - Georgetown
- Paraguay - Asuncion
- Peru - Lima
- Suriname - Paramaribo
- Uruguay - Montevideo
- Venezuela - Caracas

ANTARCTICA





EUROPE



Albania - Tirana
Andorra - Andorra la Vella
Austria - Vienna
Belarus - Minsk
Belgium - Brussels
Bosnia & Herzegovina - Sarajevo
Bulgaria - Sofia
Croatia - Zagreb
Czech Republic - Prague
Denmark - Copenhagen
Estonia - Tallinn
Finland - Helsinki
France - Paris
Germany - Berlin
Greece - Athens
Hungary - Budapest
Iceland - Reykjavik
Ireland - Dublin
Italy - Rome
Latvia - Riga
Liechtenstein - Vaduz
Lithuania - Vilnius
Luxembourg - Luxembourg
Macedonia - Skopje
Malta - Valletta
Moldova - Kishinev
Monaco - Monaco
Netherlands - Amsterdam
Norway - Oslo
Poland - Warsaw
Portugal - Lisbon
Romania - Bucharest
Russia - Moscow
San Marino - San Marino
Slovakia - Bratislava
Slovenia - Ljubljana
Spain - Madrid
Sweden - Stockholm
Switzerland - Bern
Ukraine - Kiev
United Kingdom - London
Vatican City - Vatican City
Yugoslavia - Belgrade



AUSTRALIA

Australia - Canberra



OCEANIA
Fiji - Suva
Kiribati - Tarawa
Marshall Islands - Majuro
Micronesia - Palikir
Nauru - Yaren
New Zealand - Wellington
Palau - Koror
Pap. N. Guinea - Port Moresby
Solomon Islands - Honiara
Tonga - Nuku'alofa
Tuvalu - Funafuti
Vanuatu - Vila
Western Samoa - Apia



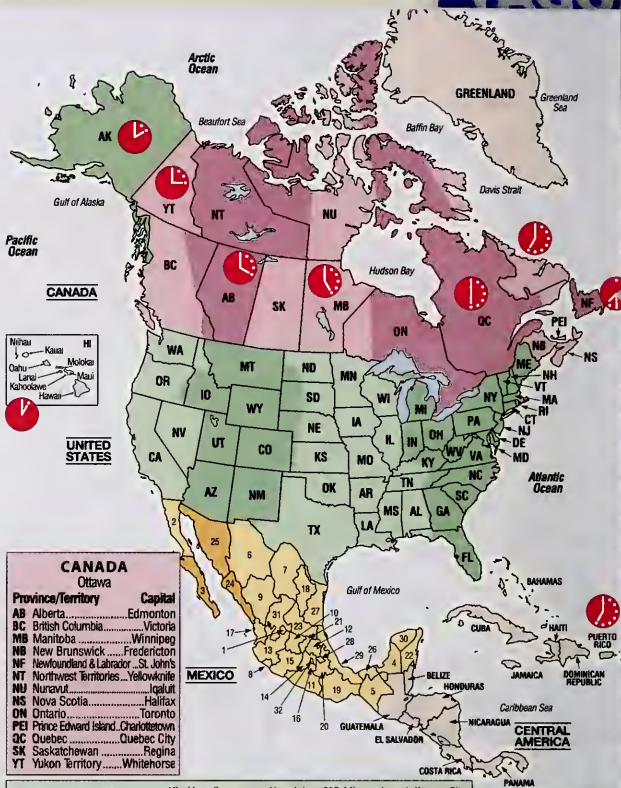

AUSTRALIA



AFRICA



Algeria - Algiers Angola - Luanda Benin - Porto-Novo Botswana - Gaborone Burkina Faso - Ouagadougou Rurundi - Bujumbura Cameroon - Yaounde Cape Verde - Praia Central African Rep. - Bangui Chad - N'Djamena Comoros - Moroni Congo - Brazzaville Dem. Rep. of Congo - Kinshasa Djibouti - Djibouti Egypt - Cairo Equatorial Guinea - Malabo Eritrea - Asmara	Ethiopia - Addis Ababa Gabon - Libreville Gambia - Banjul Ghana - Accra Guinea - Conakry Guinea-Bissau - Bissau Ivory Coast - Abidjan Kenya - Nairobi Lesotho - Maseru Liberia - Monrovia Libya - Tripoli Madagascar - Antananarivo Malawi - Lilongwe Mali - Bamako Mauritania - Nouakchott Mauritius - Port Louis Morocco - Rabat Mozambique - Maputo	Namibia - Windhoek Niger - Niamey Nigeria - Abuja Rwanda - Kigali Sao Tome & Principe - Sao Tome Senegal - Dakar Seychelles - Victoria Sierra Leone - Freetown Samalia - Mogadishu South Africa - Pretoria Sudan - Khartoum Swaziland - Mbabane Tanzania - Dodoma Yogo - Lome Tunisia - Tunis Uganda - Kampala Zambia - Lusaka Zimbabwe - Harare
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CANADA
Ottawa

Province/Territory	Capital
AB Alberta	Edmonton
BC British Columbia	Victoria
MB Manitoba	Winnipeg
NB New Brunswick	Fredericton
NF Newfoundland & Labrador	St. John's
NT Northwest Territories	Yellowknife
NU Nunavut	Iqaluit
NS Nova Scotia	Halifax
ON Ontario	Toronto
PEI Prince Edward Island	Charlottetown
QC Quebec	Quebec City
SK Saskatchewan	Regina
YT Yukon Territory	Whitehorse

UNITED STATES
Washington, D.C.

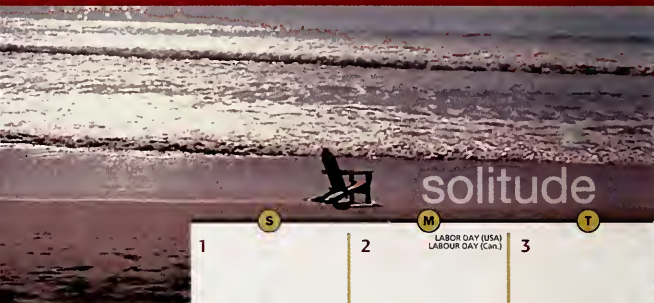
State	Capital
AL Alabama	Montgomery
AK Alaska	Juneau
AZ Arizona	Phoenix
AR Arkansas	Little Rock
CA California	Sacramento
CO Colorado	Denver
CT Connecticut	Hartford
DE Delaware	Dover
FL Florida	Tallahassee
GA Georgia	Atlanta
HI Hawaii	Honolulu
ID Idaho	Boise
IL Illinois	Springfield
IN Indiana	Indianapolis
IA Iowa	Des Moines
KS Kansas	Topeka
KY Kentucky	Frankfort
LA Louisiana	Baton Rouge
ME Maine	Augusta
MD Maryland	Annapolis
MA Massachusetts	Boston
MI Michigan	Lansing
MN Minnesota	St. Paul
MS Mississippi	Jackson
MO Missouri	Jefferson City
MT Montana	Helena
NE Nebraska	Lincoln
NV Nevada	Carson City
NH New Hampshire	Concord
NJ New Jersey	Trenton
NM New Mexico	Santa Fe
NY New York	Albany
NC North Carolina	Raleigh
ND North Dakota	Bismarck
OH Ohio	Columbus
OK Oklahoma	Oklahoma City
OR Oregon	Salem
PA Pennsylvania	Harrisburg
RI Rhode Island	Providence
SC South Carolina	Columbia
SD South Dakota	Pierre
TN Tennessee	Nashville
TX Texas	Austin
UT Utah	Salt Lake City
VT Vermont	Montpelier
VA Virginia	Richmond
WA Washington	Olympia
WV West Virginia	Charleston
WI Wisconsin	Madison
WY Wyoming	Cheyenne
PR Puerto Rico	San Juan

MEXICO
Mexico City

State	Capital
1 Aguascalientes	Aguascalientes
2 Baja California	Mexicali
3 Baja California Sur	La Paz
4 Campeche	Campeche
5 Chiapas	Tuxtla Gutiérrez
6 Chihuahua	Chihuahua
7 Coahuila	Saltillo
8 Colima	Colima
9 Durango	Durango
10 Guanajuato	Guanajuato
11 Guerrero	Chilpancingo
12 Hidalgo	Pachuca
13 Jalisco	Guadalajara
14 Mexico	Toluca
15 Michoacan	Morelia
16 Morelos	Cuernavaca
17 Nayarit	Tepic
18 Nuevo León	Monterrey
19 Oaxaca	Oaxaca
20 Puebla	Puebla
21 Querétaro	Querétaro
22 Quintana Roo	Chetumal
23 San Luis Potosí	San Luis Potosí
24 Sinaloa	Culliacán
25 Sonora	Hermosillo
26 Tabasco	Villahermosa
27 Tamaulipas	Ciudad Victoria
28 Tlaxcala	Tlaxcala
29 Veracruz	Jalapa
30 Yucatán	Mérida
31 Zacatecas	Zacatecas
32 Federal District	Mexico City

	S	M	T	W	T	F	S
			1	2	3		
4		5	6	7	8	9	10
11		12	13	14	15	16	17
18		19	20	21	22	23	24
25		26	27	28	29	30	31

CMC HOLIDAY (CAR.)



solitude

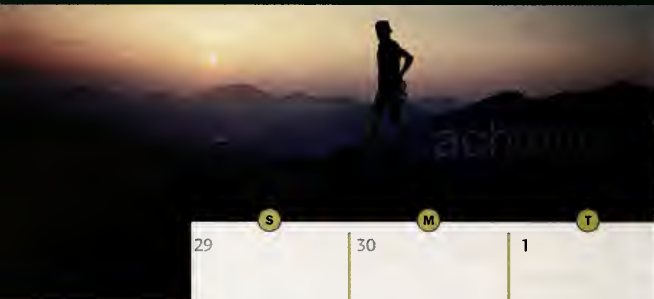
LIVING WELL

Bowmen bend their bows when they wish to shoot; unbrace them when the shooting is over. Were they kept always strung they would break and fall the archer in time of need. So it is with men. If they give themselves constantly to serious work, and never indulge awhile in pastime or sport, they lose their senses and become mad.

HERODOTUS

1	2	3
	LABOR DAY (USA) LABOUR DAY (Can.)	
8	9	10
15	16	17
	YOM KIPPUR	
22	23	24
29	30	1

4 W	5 T	6 F	7 S ROSH HASHANAH
11	12	13	14
18	19	20	21
25	26	27	28
2	3	4	5



LIVING WELL

Stairs: use 'em. Moving sidewalks: beat 'em. Chase your dog; run for fun. Anything that moves your limbs is not only a fitness tool, but it also helps to relieve stress. You don't have to buy the expensive gym membership or the latest fitness fads to stay in shape. Every little bit helps.

S	M	T
29	30	1
6	7	8
13	14 <small>COLUMBUS DAY (USA) THANKSGIVING DAY (Can.)</small>	15
20	21	22
27	28	29

	W	T	F	S
2		3	4	5
9		10	11	12
16		17	18	19
23		24	25	26
30		31	1	2

attitude



27	28	29
3	4	5
10	11 <small>VETERANS' DAY (USA) REMEMBRANCE DAY (Can.)</small>	12
17	18	19
24	25	26

LIVING WELL

Are you "stressed" or just being "stretched"? Decide how you're going to act without letting your emotions rule. The research is in and there's a definitive connection between living well and having a cheerful, positive outlook on life. You choose how you are going to act each day. Make the choice of less stress and more happiness.

MONTHLY GOALS / LONG-RANGE PLANNING



	W	T	F	S
30		31	1	2
6		7	8	9
13		14	15	16
20		21	22	23
27		28 THANKSGIVING DAY (USA)	29	30 HANUKKAH



S	M	T
1	2	3
8	9	10
15	16	17
22	23	24
29	30	31

LIVING WELL

Appetite Queller. Nothing does the job better than a good swig of water. At a recommended daily intake of 64 ounces - four pints - you may need to look into getting a couple of water bottles but the benefits make sense. Water is cheap and easy to find. Water fills you up with no (long-term) weight gain. Water flushes out your system and keeps your cheeks rosy. Drink up.

	W	T	F	S
4		5	6	7
11		12	13	14
18		19	20	21
25	CHRISTMAS DAY	26	BOXING DAY (Can.)	27
		2	3	4



29	30	31
5	6	7
12	13	14
19	20 <small>MARTIN LUTHER KING, JR. DAY (USA)</small>	21
26	27	28

LIVING WELL

Stick to your resolutions. Here's how:

1. Cheer yourself on. Congratulate yourself each time to make a step toward your goal.

2. Don't beat yourself up if you take a step back. Regroup and take another step ahead.

3. Stay clear of situations where you know you'll be tempted into your "old ways."

4. Make your resolution a promise to yourself rather than a test of your own willpower.

5. Make yourself some notes to remind you of your new year decisions. Write them in your planner, use a sticky note, tattoo them on your arm - whatever works. (Final hint: If you do go the tattoo route you may want to make it temporary.)



<p>1</p> <p>NEW YEAR'S DAY</p>	<p>2</p>	<p>3</p>	<p>4</p>
<p>8</p>	<p>9</p>	<p>10</p>	<p>11</p>
<p>15</p>	<p>16</p>	<p>17</p>	<p>18</p>
<p>22</p>	<p>23</p>	<p>24</p>	<p>25</p>
<p>29</p>	<p>30</p>	<p>31</p>	<p>1</p>

choose

S

M

T

26

27

28

2

3

4

9

10

11

16

17

PRESIDENTS' DAY (USA)

18

23

24

25

LIVING WELL

Stress is good? No one likes to be stressed out, but there are ways that you can use stress to your advantage. Whenever you start stressing, stop and take inventory of what you're doing that may be causing your body to react in this "negative" way. When you've gained some insight, make some positive changes in your life that will degenerate your instigators of stress.

	W	T	F	S
29		30	31	1
5		6	7	8
12		13	14	15
19		20	21	22
26		27	28	1

adapt



23	24	25
2	3	4
9	10	11
16	17	18
23	24	25
30	31	

S

M

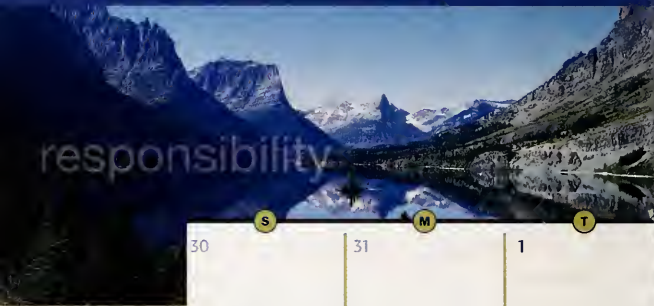
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LIVING WELL

One can spend a lifetime assigning blame, finding the cause "out there" for all troubles that exist. Contrast this with the "responsible attitude" of confronting the situation, bad or good, and instead of asking, "What caused the trouble? Who was to blame?" asking "How can I handle this present situation to make the most of it? What can I salvage here?"

ABRAHAM MASLOW

26 W	27 T	28 F	1 S
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29



responsibility

S

M

T

30

31

1

LIVING WELL

Think it through. Whether you live near mountains or plains, rivers, or an ocean, there is beauty and serenity near you that is worth preserving. How does nature affect you? Go on a hike and find out.

Are you going places or just being taken?

H.F. HEINRICHS

6

7

8

13

14

15

20

EASTER

21

22

27

28

29



2	3	4	5	
9	10	11	12	
16	17	PASSOVER	18	19
			GOOD FRIDAY	
23	24	25	26	
30	1	2	3	

fulfillment



S

M

T

27

28

29

LIVING WELL

In general, mankind, since the improvement of cookery, eats twice as much as nature requires.

BENJAMIN FRANKLIN

If that was Franklin's mind in the late 1700's, what would he say now? With the food prep technology we enjoy 200 years later in addition to the artistry we take in recreating food (e.g., "fat free," "new and improved," "vitamins added"), should we ask ourselves a simple question: "It is all too much?"

4

5

6

11

MOTHER'S DAY

12

13

18

19

VICTORIA DAY (Can.)

20

25

26

MEMORIAL DAY (USA)

27

Blank area for writing monthly goals or long-range plans.

	W	T	F	S
30	1	2	3	
7	8	9	10	
14	15	16	17	
21	22	23	24	
28	29	30	31	



discover

1	2	3
8	9	10
15	FATHER'S DAY 16	17
22	23	24
29	30	1

LIVING WELL

I have walked with people whose eyes are full of light but who see nothing in sea or sky, nothing in streets, nothing in oaks. It were far better to sail forever in the night of blindness with sense, and feeling, and mind, than to be content with the mere act of seeing. The only lightless dark is the night of darkness in ignorance and insensibility.

HELEN KELLER

	W	T	F	S
4		5	6	7
11		12	13	14
18		19	20	21
25		26	27	28
2		3	4	5

JULY · 03

29	30	1
6	7	8
13	14	15
20	21	22
27	28	29

CANADA DAY

LIVING WELL

Your living is determined not so much by what life brings to you as by the attitude you bring to life; not so much by what happens to you as by the way your mind looks at what happens.

JOHN HOMER MILLER

August · 03

27	28	29
3	4	5
10	11	12
17	18	19
24	25	26
31		

CIVIC HOLIDAY (CAN)

LIVING WELL

There is a fountain of youth: it is your mind, your talents, the creativity you bring in your life and the lives of people you love.

SOPHIA LOREN

2	3	4	5
9	10	11	12
16	17	18	19
23	24	25	26
30	31	1	2

INDEPENDENCE DAY

6	7	8	9
13	14	15	16
20	21	22	23
27	28	29	30

FUTURE PLANNING

SEPTEMBER • 2003

OCTOBER • 2003

NOVEMBER • 2003

DECEMBER • 2003

JANUARY • 2004

FEBRUARY • 2004

MARCH • 2004

APRIL • 2004

MAY • 2004

JUNE • 2004

The amount of sleep required by the average person is about five minutes more. WILSON MISNER

WEDNESDAY

PRIORITIES:

31

DAY

JULY

THURSDAY

PRIORITIES:

1

DAY

FRIDAY

PRIORITIES:

2

DAY

SATURDAY

3



REFLECTION:

How can I make this year a year to remember?

AUGUST · 02

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



Life is a journey

Make this year a trip to remember. Use your planner every day

WEEKLY GOALS

PERSONAL / ACADEMIC



INTERPERSONAL



SUNDAY

4

MONDAY

5
DAY

PRIORITIES:

Civic Holiday (Can.)

TUESDAY

6
DAY

PRIORITIES:

SUCCESS TIP: When you've finished writing a test, take a second look and review your answers.

Never test the depth of the water with both feet.

AUG.

WEDNESDAY

7

DAY

PRIORITIES:



THURSDAY

8

DAY

PRIORITIES:

FRIDAY

9

DAY

PRIORITIES:

SATURDAY

10



REFLECTION:

What do I really want to do this year?

AUGUST · 02

S M T W T F S
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31

GOALS



... give you 10x
the energy
and willpower
to make things
happen

WEEKLY GOALS

PERSONAL / ACADEMIC



INTERPERSONAL



SUNDAY

11

MONDAY

PRIORITIES:

12 DAY

TUESDAY

PRIORITIES:

13 DAY

WELLNESS TIP: Budget yourself out of financial binds. Set monthly \$ amounts and stick to them.

Good judgment comes from bad experience, and a lot of that comes from bad judgment.

AUG.

WEDNESDAY

14

DAY

PRIORITIES:



THURSDAY

15

DAY

PRIORITIES:

FRIDAY

16

DAY

PRIORITIES:

SATURDAY

17



REFLECTION:

What goal in life am I striving to achieve?

AUGUST · 02

S M T W T F S
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31

invest



WEEKLY GOALS

PERSONAL/ACADEMIC



→

INTERPERSONAL



SUNDAY

18

MONDAY

PRIORITIES:

19
DAY

TUESDAY

PRIORITIES:

20
DAY

Take out the fortune before you eat the cookie.

DAVE BARRY

AUG.

WEDNESDAY

21

DAY

PRIORITIES:

THURSDAY

22

DAY

PRIORITIES:

FRIDAY

23

DAY

PRIORITIES:

SATURDAY

24



REFLECTION:

Do I have unrealistic goals?

AUGUST · 02

S M T W T F S
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31

The main part of intellectual education is not the acquisition of facts but

learning how to make facts

Live

— OLIVER WENDELL HOLMES

WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

25

MONDAY

PRIORITIES:

26
DAY

TUESDAY

PRIORITIES:

27
DAY

WELLNESS TIP: Physical fitness increases energy, gives you a sense of well-being, and enhances self-esteem. Get fit.

If at first you don't succeed, skydiving is not for you.

GEORGE WOOD

AUG.

WEDNESDAY

28 DAY PRIORITIES:

THURSDAY

29 DAY PRIORITIES:

FRIDAY

30 DAY PRIORITIES:

SATURDAY

31

REFLECTION: Do I live what I learn?

SEPTEMBER · 02

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Are you living Big

OR STAYING SAFE ?

Step out. Be bold.



WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

1

MONDAY

PRIORITIES:

2 DAY

Labor Day (USA)
Labour Day (Can.)

TUESDAY

PRIORITIES:

3 DAY

SUCCESS TIP: Proofread carefully to see if you are words out.

Optimist: A person who starts taking a bath if he accidentally falls into a river.

SEP.

WEDNESDAY

4

PRIORITIES:
DAY

THURSDAY

5

PRIORITIES:
DAY

FRIDAY

6

PRIORITIES:
DAY

SATURDAY

7

Rosh Hashanah



REFLECTION:

Do I hide out in my comfort zone too often?

SEPTEMBER • 02

S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30



Curiosity kill
the cat, bu
it works fo
everyone
else
Discover life

WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

8

MONDAY

PRIORITIES:

9

DAY

TUESDAY

PRIORITIES:

10

DAY

WELLNESS TIP: "Stressed" spelt backwards is "desserts." A little chocolate from time to time isn't bad.

I have a stepladder. It's a very nice stepladder, but it's sad that I never knew my real ladder. CRAIG CHARLES

SEP.

WEDNESDAY

11

PRIORITIES:
DAY



THURSDAY

12

PRIORITIES:
DAY

FRIDAY

13

PRIORITIES:
DAY

SATURDAY

14



REFLECTION: *What have I always wanted to know, but never had the time?*

SEPTEMBER • 02

S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

Champions
take responsibility.
When the ball
is coming over
the net, you can
be sure I want
the ball. —JILLIE JEAN KING

WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

15

MONDAY

16
DAY

PRIORITIES:

Yom Kipp

TUESDAY

17
DAY

PRIORITIES:

SUCCESS TIP: When you've got writer's block or student cramps, take a break, recharge, then get back at it.

Etc.: a sign to make others believe that you know more than you actually do.

WEDNESDAY

18

PRIORITIES:

DAY

THURSDAY

19

PRIORITIES:

DAY

FRIDAY

20

PRIORITIES:

DAY

SATURDAY

21



REFLECTION:

When was the last time I had an adrenaline-rush adventure?

SEPTEMBER • 02

S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

courage



WEEKLY GOALS

PERSONAL / ACADEMIC



INTERPERSONAL



SUNDAY

22

MONDAY

PRIORITIES:

23 DAY

TUESDAY

PRIORITIES:

24 DAY

WELLNESS TIP: Too much ambition can cause you stress. Don't let your own goals wear you down.

WEDNESDAY

25

PRIORITIES

DAY



THURSDAY

26

PRIORITIES

DAY

FRIDAY

27

PRIORITIES:

DAY

SATURDAY

28



REFLECTION:

Would my friends call me courageous?

OCTOBER · 02

S M T W T F S
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31

Leadership

is practiced not so much in words as in **attitude** and in **actions**.



HAROLD S. GENEEN

WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

29

SEPTEMBER

MONDAY

PRIORITIES:

30

DAY

SEPTEMBER

TUESDAY

PRIORITIES:

1

DAY

SUCCESS TIP: Get the toughest work out of the way first; then you can cool down with the easier tasks.

It isn't easy to keep your mouth and your mind open at the same time.

OCT.

WEDNESDAY

2 PRIORITIES
DAY

THURSDAY

3 PRIORITIES
DAY

FRIDAY

4 PRIORITIES
DAY

SATURDAY

5



REFLECTION: Does my attitude show I am in control of myself?

OCTOBER · 02

S M T W T F S
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31

Your actions have
consequences

No seeding, no harvest
no study, no pass
It's up to you



WEEKLY GOALS

PERSONAL / ACADEMIC



INTERPERSONAL



SUNDAY

6

MONDAY

PRIORITIES:

7 DAY

TUESDAY

PRIORITIES:

8 DAY

SUCCESS TIP: Know the guidelines for your projects to avoid doing unnecessary work.

WEDNESDAY

PRIORITIES:

9 DAY



THURSDAY

PRIORITIES:

10 DAY

FRIDAY

PRIORITIES:

11 DAY

SATURDAY

12



REFLECTION: *Am I taking responsibility for my actions? My attitude?*

OCTOBER · 02

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Stop Think Act...

You can choose your response to anything coming your way.

Think

Happiness or an angry rant: both a choice. What will you choose today?

WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

13

MONDAY

14 DAY

PRIORITIES:

Columbus Day (USA)
Thanksgiving Day (Can.)

TUESDAY

15 DAY

PRIORITIES:

WELLNESS TIP: If you care about tomorrow, make some decisions now that will pay off today AND tomorrow.

Patience is counting down without blasting off.

OCT.

WEDNESDAY

16
DAY

PRIORITIES:

THURSDAY

17
DAY

PRIORITIES:

FRIDAY

18
DAY

PRIORITIES:

SATURDAY

19



REFLECTION:

Did I start the school year off on the right foot?

OCTOBER · 02

S M T W T F S
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31



WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

20

MONDAY

PRIORITIES:

21 DAY

TUESDAY

PRIORITIES:

22 DAY

SUCCESS TIP: *There's a world out there that needs you. Live and learn.*

WEDNESDAY

PRIORITIES

23
DAY

THURSDAY

PRIORITIES

24
DAY

FRIDAY

PRIORITIES

25
DAY

SATURDAY

26



REFLECTION: What will I do to help this earth?

OCTOBER · 02

S M T W T F S
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31



You pay \$20 for a DVD, but the clerk overcharges you by \$5. Since he is dishonest he keeps \$2 and gives you \$3 back. But if you get \$3 back, you paid \$17. Add to that the \$2 the clerk kept and the total is only \$19.

Where's the missing dollar?

WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

27

MONDAY

PRIORITIES:

28

DAY

TUESDAY

PRIORITIES:

29

DAY

WELLNESS TIP: You can love to learn by learning what you love.

You can't have everything. Where would you put it?

OCT.

WEDNESDAY

PRIORITIES

30
DAY

THURSDAY

PRIORITIES:

31
DAY

FRIDAY

PRIORITIES:

1

DAY

NOVEMBER

SATURDAY

2

NOVEMBER



REFLECTION:

Where do I need to change my attitude about classes?

NOVEMBER · 02

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Life... a journey
Where are you
headed



WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

3

MONDAY

PRIORITIES:

4

DAY

TUESDAY

PRIORITIES:

5

DAY

SUCCESS TIP: Find something of personal interest in every class you take. It will just be more fun.

Bacon and eggs: a day's work for the chicken ... a lifetime investment for the pig.

NOV.

WEDNESDAY

6 PRIORITIES:
DAY



THURSDAY

7 PRIORITIES:
DAY

FRIDAY

8 PRIORITIES:
DAY

SATURDAY

9



REFLECTION: *Do I have an idea of what I want out of life?*


NOVEMBER · 02

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Life is a waterslide

You pick a slide and you're in it till the end.

Choose the slide you're going to ride based on the pool you want to land in.



WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

10

MONDAY

PRIORITIES:

11 DAY

Veterans' Day (USA)
Remembrance Day (Can.)

TUESDAY

PRIORITIES:

12 DAY

WELLNESS TIP: *Fatigue kills. Well-rested, healthy people outperform those who are tired and stressed.*

Just when you get really good at something, you don't need to do it anymore.

WEDNESDAY**13**

DAY

PRIORITIES

THURSDAY**14**

DAY

PRIORITIES

FRIDAY**15**

DAY

PRIORITIES

SATURDAY**16****REFLECTION:**

Where will I be in five years?

NOVEMBER • 02

S S T W T F S
1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30

Never fear the space
between your
dreams and reality

©2016 CWK



WEEKLY GOALS

PERSONAL / ACADEMIC



INTERPERSONAL



SUNDAY

17

MONDAY

18

PRIORITIES:

DAY

TUESDAY

19

PRIORITIES:

DAY

SUCCESS TIP: Schedule study time in your planner just like anything important.

If it's good, they will stop making it.

HERBLOCK'S LAW

NOV.

WEDNESDAY

20 PRIORITIES:
DAY

THURSDAY

21 PRIORITIES:
DAY

FRIDAY

22 PRIORITIES:
DAY

SATURDAY

23



REFLECTION: Am I working toward making my dreams a reality?

NOVEMBER · 02

S M T W T F S
1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30

harmony

WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

24

MONDAY

PRIORITIES:

25 DAY

TUESDAY

PRIORITIES:

26 DAY

WELLNESS TIP: *Learn. It's good for you.*

Don't you just hate it when you see one of those road signs that says "Draw Bridge Ahead" and you don't have a pencil?

NOV.

WEDNESDAY

27

PRIORITIES:

DAY



THURSDAY

28

PRIORITIES:

DAY

Thanksgiving Day (USA)

FRIDAY

29

PRIORITIES:

DAY

SATURDAY

30

Hanukkah



REFLECTION:

Do I believe I can become whatever I want?

DECEMBER · 02

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



In relationships the little things are the big things.

Have any relationships needing some help? Try a hello, a kind note, a smile, a compliment, a hug. **B I G**

WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

1

MONDAY

2 PRIORITIES:
DAY

TUESDAY

3 PRIORITIES:
DAY

SUCCESS TIP: Reviewing your notes regularly will help you to retain information longer.

WEDNESDAY

4 PRIORITIES:
DAY

THURSDAY

5 PRIORITIES:
DAY

FRIDAY

6 PRIORITIES:
DAY

SATURDAY

7



REFLECTION: *What acts of kindness can I do for others?*

DECEMBER · 02

S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

integrity

WEEKLY GOALS

PERSONAL / ACADEMIC



INTERPERSONAL



SUNDAY

8

MONDAY

9

PRIORITIES:

DAY

TUESDAY

10

PRIORITIES:

DAY

WELLNESS TIP: Your anger and hostility actually release "stress chemicals." Stay cool and avoid tension.

Flying isn't dangerous. Crashing is what's dangerous.

DEC.

WEDNESDAY

11

DAY

PRIORITIES:

THURSDAY

12

DAY

PRIORITIES

FRIDAY

13

DAY

PRIORITIES

SATURDAY

14



REFLECTION:

Do people see me as a person of integrity?

DECEMBER · 02

S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

family



WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

15

MONDAY

16 DAY

PRIORITIES:

TUESDAY

17 DAY

PRIORITIES:

SUCCESS TIP: When your mind is wandering, walk away from your books, clear your mind, then, be at it.

I like long walks, especially those taken by people who annoy me.

DEC.

WEDNESDAY

18

DAY

PRIORITIES:

THURSDAY

19

DAY

PRIORITIES:

FRIDAY

20

DAY

PRIORITIES:

SATURDAY

21



REFLECTION:

How do I contribute to my family?

DECEMBER · 02

S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31



MOJI

WEEKLY GOALS

PERSONAL / ACADEMIC



INTERPERSONAL



SUNDAY

22

MONDAY

23

PRIORITIES:

DAY

TUESDAY

24

PRIORITIES:

DAY

WEDNESDAY

25

PRIORITIES:

DAY

Christmas Day

THURSDAY

26

PRIORITIES:

DAY

Boxing Day (Can.)

FRIDAY

27

PRIORITIES:

DAY

SATURDAY

28

WELLNESS TIP: *If you can afford it, take a clean break from studying over the holidays and recharge.*

SUNDAY

29



MONDAY

30

PRIORITIES:

DAY

TUESDAY

31

PRIORITIES:

DAY

WEDNESDAY

1

PRIORITIES:

DAY

JANUARY

New Year's Day

THURSDAY

2

PRIORITIES:

DAY

JANUARY

FRIDAY

3

PRIORITIES:

DAY

JANUARY

SATURDAY

4

JANUARY



REFLECTION: Do my family and friends know how I feel about them?

JANUARY · 03

S M T W T F S
1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31

I don't know
the key to
success,
but the key to
failure is to try to
please everyone.

BILL COSBY

WEEKLY GOALS

PERSONAL / ACADEMIC



↓

INTERPERSONAL



SUNDAY

5

MONDAY

6 PRIORITIES:
DAY

TUESDAY

7 PRIORITIES:
DAY

SUCCESS TIP: Add "getting homework done early" to your resolution list for the year.

WEDNESDAY

8
DAY

PRIORITIES:

✓

THURSDAY

9
DAY

PRIORITIES

FRIDAY

10
DAY

PRIORITIES

SATURDAY

11



REFLECTION

Do my resolutions really reflect what matters most to me?

JANUARY • 03

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

willpower
"won't power"

THE
OPPOSITE OF
IS



Say "no" to
those things that
don't let you control
what matters
most to you

WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

12

MONDAY

13 DAY

PRIORITIES:

TUESDAY

14 DAY

PRIORITIES:

WELLNESS TIP: Plan your success and lower your stress. Break your resolutions down into bite-size goals.

Time is a great teacher, but unfortunately it kills all its pupils.

HECTOR BERLIOZ

JAN.

WEDNESDAY

15 PRIORITIES:
DAY

THURSDAY

16 PRIORITIES:
DAY

FRIDAY

17 PRIORITIES:
DAY

SATURDAY

18

 **REFLECTION:** Do I take a stand on things I believe in?

JANUARY · 03

S M T W T F S
1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31



WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

19

MONDAY

PRIORITIES:

Martin Luther King, Jr. Day (USA)

20 DAY

TUESDAY

PRIORITIES:

21 DAY

SUCCESS TIP: Buckle down and get the work done. Forget excuses and diversions. Do the work.

To make a long story short, don't tell it.

JAN.

WEDNESDAY

22
DAY

PRIORITIES:

THURSDAY

23
DAY

PRIORITIES:

FRIDAY

24
DAY

PRIORITIES:

SATURDAY

25



REFLECTION: Am I saying "no" to things that really don't matter?

JANUARY · 03

S M T W T F S
1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31

The older I get the more wisdom I find in the ancient rule of taking first things first—a process which often reduces the most complex human problem to a manageable proportion.

DWIGHT D. EISENHOWER



WEEKLY GOALS

PERSONAL / ACADEMIC



INTERPERSONAL



SUNDAY

26

MONDAY

27 DAY

PRIORITIES:

TUESDAY

28 DAY

PRIORITIES:

My mind not only wanders; sometimes it leaves completely.

JAN.

WEDNESDAY

29

PRIORITIES:

DAY

THURSDAY

30

PRIORITIES:

DAY

FRIDAY

31

PRIORITIES:

DAY

SATURDAY

1

FEBRUARY



REFLECTION: Am I doing all I can to manage my time?

FEBRUARY - 03

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

C O m p a r e

Base your self-worth on the quality of your heart...

... not on your body, what you put on it, or others. ♥

WEEKLY GOALS

PERSONAL / ACADEMIC



INTERPERSONAL



SUNDAY

2

MONDAY

PRIORITIES:

3

DAY

TUESDAY

PRIORITIES:

4

DAY

SUCCESS TIP: Make a list of your work for this term and make sure you have enough time for everything.

If you find yourself in a hole, the first thing to do is stop digging.

WILL ROGERS

FEB.

WEDNESDAY

PRIORITIES

5 DAY

THURSDAY

PRIORITIES

6 DAY

FRIDAY

PRIORITIES

7 DAY

SATURDAY

8



REFLECTION:

Do I compare myself unnecessarily to others?

FEBRUARY · 03

S M T W T F S
1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28



Are you thinking win-win?

Do you feel threatened
when someone else
succeeds?

WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

9

MONDAY

10

PRIORITIES:

DAY

TUESDAY

11

PRIORITIES:

DAY

WELLNESS TIP: Get together with a fitness friend to keep you both on track and committed to healthy living.

If this saying did not exist, somebody would have invented it.

ANON

FEB.

WEDNESDAY

12 PRIORITIES
DAY

THURSDAY

13 PRIORITIES
DAY

FRIDAY

14 PRIORITIES
DAY

SATURDAY

15



REFLECTION: How do I handle competition?

FEBRUARY · 03

S M T W T F S
1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28

We cannot
hold a torch to
light another's path
without brightening
our own.

BEN SWEETLAND



WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

16

MONDAY

17
DAY

PRIORITIES:

Presidents' Day (USA)

TUESDAY

18
DAY

PRIORITIES:

SUCCESS TIP: Education is about cooperation, not competition. Join a serious study group.

Right now I'm having amnesia and déjà vu at the same time.
I think I've forgotten this before. STEVEN WRIGHT

FEB.

WEDNESDAY

19

PRIORITIES:

DAY

THURSDAY

20

PRIORITIES:

DAY

FRIDAY

21

PRIORITIES:

DAY

SATURDAY

22



REFLECTION: How often do I compliment people?

FEBRUARY · 03

teamwork

S M T W T F S
1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28



WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

23

MONDAY

24
DAY

PRIORITIES:

TUESDAY

25
DAY

PRIORITIES:

WELLNESS TIP: Eating five or more servings of fruits and vegetables every day may lower your risk of certain cancers.

If your dog is fat, you aren't getting enough exercise.

FEB.

WEDNESDAY

26
DAY

PRIORITIES:

THURSDAY

27
DAY

PRIORITIES:

FRIDAY

28
DAY

PRIORITIES:

SATURDAY

1

MARCH



REFLECTION: For group projects, am I a team player?

MARCH · 03

S M T W T F S
1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29



The quieter we
become the
more we hear

MAR 03

WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

2

MONDAY

PRIORITIES:

3
DAY

TUESDAY

PRIORITIES:

4
DAY

SUCCESS TIP: Study even without the pressure of "due tomorrow."

The quickest way to double your money is to fold it over and put it back in your pocket.

MAR.

WEDNESDAY

5 PRIORITIES:
DAY

THURSDAY

6 PRIORITIES:
DAY

FRIDAY

7 PRIORITIES:
DAY

SATURDAY

8



REFLECTION: How often do I just really listen?

MARCH · 03

S M T W T F S
1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29



Zip it. Real influence
is in listening first
talking second

WEEKLY GOALS

PERSONAL / ACADEMIC



INTERPERSONAL



SUNDAY

9

MONDAY

PRIORITIES:

10 DAY

TUESDAY

PRIORITIES:

11 DAY

WELLNESS TIP: Communication is 53% body language, and 40% vocal tone and feeling.

Why, in a country of free speech, are there phone bills?

MAR.

WEDNESDAY

12 DAY

PRIORITIES

THURSDAY

13 DAY

PRIORITIES:

FRIDAY

14 DAY

PRIORITIES:

SATURDAY

15

REFLECTION: *When I have something to contribute, do I speak up?*

MARCH · 03

S M T W T F S
1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29

communicate



WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

16

MONDAY

17 PRIORITIES:

DAY

TUESDAY

18 PRIORITIES:

DAY

SUCCESS TIP: Record important points in class using your own shorthand to ensure you get the details.

Better to remain silent and be thought a fool, than to speak and remove all doubt. ABRAHAM LINCOLN

MAR.

WEDNESDAY

19

PRIORITIES:

DAY

THURSDAY

20

PRIORITIES:

DAY

FRIDAY

21

PRIORITIES:

DAY

SATURDAY

22



REFLECTION: How can I communicate more effectively?

MARCH • 03

S M T W T F S
1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29

No one cares
how much you know
until they know
how much

you care.



WEEKLY GOALS

PERSONAL / ACADEMIC



INTERPERSONAL



SUNDAY

23

MONDAY

PRIORITIES:

24 DAY

TUESDAY

PRIORITIES:

25 DAY

WELLNESS TIP: Thinking differently is food for brilliant thought.

If you don't know where you're going, you'll end up somewhere else.

MAR.

WEDNESDAY

26

PRIORITIES:

THURSDAY

27

PRIORITIES:

FRIDAY

28

PRIORITIES:

SATURDAY

29



REFLECTION:

Do I share my feelings with the right people at the right time?

APRIL • 03

S M T W T F S
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30



The nice thing about **teamwork** is that you always have others on your side.

MARGARET CARTY

WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

30

MARCH

MONDAY

PRIORITIES:

31

DAY

MARCH

TUESDAY

PRIORITIES:

1

DAY

SUCCESS TIP: Get together in a study group and grill each other until the answers are rolling off your tongues.

Kid Wisdom Don't Put Off Until Tomorrow What ... You Put On To Go To Bed.

APR.

WEDNESDAY

2

PRIORITIES.

DAY

THURSDAY

3

PRIORITIES.

DAY

FRIDAY

4

PRIORITIES

DAY

SATURDAY

5



REFLECTION: Do I always insist on getting my own way?

APRIL · 03

S M T W T F S
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30



We're **all** in this life
together

You don't need to pick sides
Dare to be
different.

WEEKLY GOALS

PERSONAL / ACADEMIC



INTERPERSONAL



SUNDAY

6

MONDAY

PRIORITIES:

7 DAY

TUESDAY

PRIORITIES:

8 DAY

WELLNESS TIP: Find the study zone that works for you. Quiet, music, desk, couch?

A great many people think they are thinking when they are merely rearranging their prejudices. WILLIAM JAMES

APR.

WEDNESDAY

9

PRIORITIES

DAY

THURSDAY

10

PRIORITIES

DAY

FRIDAY

11

PRIORITIES:

DAY

SATURDAY

12



REFLECTION:

Who do I know who dares to be different?

APRIL · 03

S M T W T F S
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30

ign **A V O I D** nance



Live to learn.

WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

13

MONDAY

PRIORITIES:

14 DAY

TUESDAY

PRIORITIES:

15 DAY

SUCCESS TIP: *Be responsible for your work. If you didn't get it done, don't make excuses. Face the music.*

Generally speaking, you aren't learning much when your mouth is moving.

APR.

WEDNESDAY

16

DAY

PRIORITIES:

THURSDAY

17

DAY

PRIORITIES:

Passover

FRIDAY

18

DAY

PRIORITIES:

Good Friday

SATURDAY

19



REFLECTION:

Am I open to new experiences?

APRIL · 03

S M T W T F S
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30

Our deeds
determine us
as much as
we determine
our deeds.

GEORGE ELIOT

WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

20

Easter

MONDAY

21

DAY

PRIORITIES:

TUESDAY

22

DAY

PRIORITIES:

WELLNESS TIP: *The foundation of a person is not in matter but in spirit.* RALPH WALDO EMERSON

Why do slim chance and fat chance mean the same thing?

APR.

WEDNESDAY

23

PRIORITIES:



THURSDAY

24

PRIORITIES:

FRIDAY

25

PRIORITIES

SATURDAY

26



REFLECTION:

Do I make a good first impression on others?

APRIL · 03

S M T W T F S
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30



WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

27

MONDAY

28 PRIORITIES:
DAY

TUESDAY

29 PRIORITIES:
DAY

SUCCESS TIP: When writing essays or papers, build an outline of what you want to say before going into detail.

You can see a lot by watching.

APR.

WEDNESDAY

30

PRIORITIES:

THURSDAY

1

PRIORITIES

MAY

FRIDAY

2

PRIORITIES

MAY

SATURDAY

3

MAY

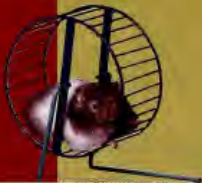


REFLECTION:

What can other people's annoying habits teach me about myself?

MAY · 03

S M T W T F S
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31



Have you ever been
too busy driving to
stop and get gas?

WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

4

MONDAY

5 PRIORITIES:
DAY

TUESDAY

6 PRIORITIES:
DAY

SUCCESS TIP: Avoid stressing about upcoming tests. Prepare for them on an ongoing basis.

Ever wonder what the speed of lightning would be if it didn't zigzag?

WEDNESDAY

7

PRIORITIES:

DAY



THURSDAY

8

PRIORITIES:

DAY

FRIDAY

9

PRIORITIES:

DAY

SATURDAY

10



REFLECTION: How do I relax and recharge?

MAY • 03

S M T W T F S
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31



Unwind regularly.

WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

11

Mother's Day

MONDAY

12
DAY

PRIORITIES:

TUESDAY

13
DAY

PRIORITIES:

WELLNESS TIP: Get rested. Sleep and kick back to stay sharp and alert doing what you need to do.

I have to exercise very early in the morning before my brain figures out what I am doing.

WEDNESDAY

14

DAY

PRIORITIES:

THURSDAY

15

DAY

PRIORITIES:

FRIDAY

16

DAY

PRIORITIES:

SATURDAY

17



REFLECTION: What activities help me reduce stress?

MAY · 03

S M T W T F S
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31



WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

18

MONDAY

PRIORITIES:

19 DAY

Victoria Day (Can.)

TUESDAY

PRIORITIES:

20 DAY

SUCCESS TIP: Share your experiences. Others will benefit, just as you do from hearing theirs.

On the other hand, you have different fingers ...

STEVEN WRIGHT

MAY

WEDNESDAY

21

PRIORITIES:
DAY

THURSDAY

22

PRIORITIES:
DAY

FRIDAY

23

PRIORITIES:
DAY

SATURDAY

24



REFLECTION:

How do I honor diversity around me?

MAY • 03

S M T W T F S
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31



Life comes in clusters
clusters of solitude, then
clusters when there is
hardly time to breathe

MAY SARTO

WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

25

MONDAY

PRIORITIES:

26 DAY

Memorial Day (USA)

TUESDAY

PRIORITIES:

27 DAY

WELLNESS TIP: *Reading is to the mind what exercise is to the body.* JOSEPH ADDISON

Experience is something you don't get until just after you need it.

MAY

WEDNESDAY

28

PRIORITIES.

DAY

THURSDAY

29

PRIORITIES.

DAY

FRIDAY

30

PRIORITIES.

DAY

SATURDAY

31



REFLECTION:

What books am I interested in?

JUNE · 03

S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30



WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

1

MONDAY

2 PRIORITIES:
DAY

TUESDAY

3 PRIORITIES:
DAY

SUCCESS TIP: *There is no easy way to achieving excellence. Buckle down and do the work.*

Just because I have a short attention span doesn't mean I

JUNE

WEDNESDAY

4
DAY

PRIORITIES:

THURSDAY

5
DAY

PRIORITIES:

FRIDAY

6
DAY

PRIORITIES:

SATURDAY

7



REFLECTION: *Where do I need to start making some real change in my life?*

JUNE · 03

S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30



One loses
many laughs by
not laughing
at oneself.

JEANNETTE DUNCAN

WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

8

MONDAY

PRIORITIES:

9

DAY

TUESDAY

PRIORITIES:

10

DAY

WELLNESS TIP: *Laughter is good medicine. When all else fails, chuckle and roll.*

It is far more impressive when others discover your good qualities without your help.

JUNE

WEDNESDAY

11

PRIORITIES:

DAY

THURSDAY

12

PRIORITIES:

DAY

FRIDAY

13

PRIORITIES:

DAY

SATURDAY

14



REFLECTION: Do I laugh as much as I could?

JUNE · 03

S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

All the breaks you need in life
wait within your imagination.
Imagination is the workshop
of your mind, capable of
turning mind energy into
accomplishment.

NAPOLEON HILL

WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

Father's Day

15

MONDAY

PRIORITIES:

16 DAY

TUESDAY

PRIORITIES:

17 DAY

SUCCESS TIP: Stay focused in the final stretch of any project. Let your anticipation motivate you.

WEDNESDAY

18

PRIORITIES

THURSDAY

19

PRIORITIES

FRIDAY

20

PRIORITIES

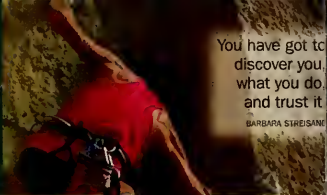
SATURDAY

21

REFLECTION: Do I stretch my imagination regularly?

JUNE · 03

S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30



You have got to
discover you
what you do
and trust it

BARBARA STREISAND

WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

22

MONDAY

PRIORITIES:

23

DAY

TUESDAY

PRIORITIES:

24

DAY

WELLNESS TIP: *Learn from your mistakes. If you don't, what's the point in making them?*

Why is the alphabet in that order? Is it because of that song?
STEVEN WRIGHT

JUNE

WEDNESDAY

25

PRIORITIES

THURSDAY

26

PRIORITIES

FRIDAY

27

PRIORITIES

SATURDAY

28

REFLECTION: Do I stay with projects till the end?

Personal directory

NAME/ADDRESS

PHONE/E-MAIL



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