The notebook cover features a three-part design. The top section is a blue sky with white clouds, containing a white oval with the text 'COLLEGE OF THE ALBEMARLE'. The middle section is a dark, blurred image of a path leading through a wooded area. The bottom section is a vibrant, close-up image of autumn leaves in shades of orange, red, and yellow. The left edge of the notebook is bound with a silver spiral binding.

COLLEGE OF THE
ALBEMARLE

PREMIER



1-800-850-8500

No. 1000 (P. 1000) is a 1000-page, spiral-bound notebook with a cover of 100% recycled paper. It is printed on 100% recycled paper with soy-based inks.

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COLLEGE OF THE ALBEMARLE



STUDENT HANDBOOK

2003-2004

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

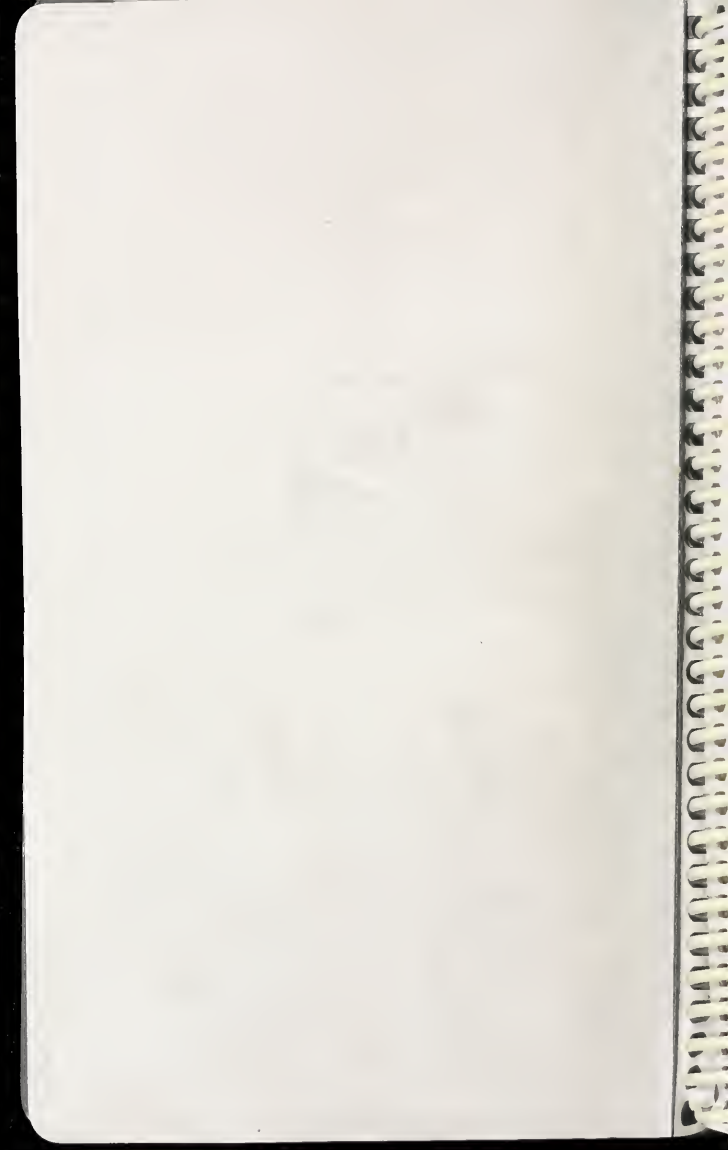
STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper





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

Ray Scaffa

Vice President of 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 2003

Faculty Return.....	Thursday, August 14
Classes Begin.....	Monday, August 18
End of 75% Refund Period (First 8-Week Session).....	Thursday, August 21
End of 75% Refund Period (16-Week Session).....	Wednesday, August 27
Labor Day Holiday.....	Monday, September 1
First Day of 12-Week Session.....	Tuesday, September 16
End of 75% Refund Period (12-Week Session).....	Tuesday, September 23
Last Day to Withdraw Without Grade Penalty (16-Week Session).....	Monday, October 13
Last Day of First 8-Week Session.....	Monday, October 13
First Day of Second 8-Week Session.....	Tuesday, October 14
End of 75% Refund Period (Second 8-Week Session).....	Friday, October 17
Thanksgiving Holiday (no classes).....	Tuesday- Friday, November 25-28
Classes End.....	Friday, December 5
Exam Week.....	Monday-Friday, December 8-12
Semester Ends.....	Friday, December 12

Spring Semester 2004

Faculty Return.....	Monday, January 5
Classes Begin.....	Thursday, January 8
End of 75% Refund Period (First 8-Week Session).....	Tuesday, January 13
Martin Luther King, Jr. Holiday.....	Monday, January 19
End of 75% Refund Period (16-Week Session).....	Tuesday, January 20
First Day of 12-Week Session.....	Friday, February 6
End of 75% Refund Period (12-Week Session).....	Friday, February 13
Mid-Term Break.....	Thursday - Friday, March 4-5
Last Day to Withdraw Without Grade Penalty (16-Week Session).....	Monday, March 8
Last Day of First 8-Week Session.....	Monday, March 8
First Day of Second 8-Week Session.....	Tuesday, March 9
End of 75% Refund Period (Second 8-Week Session).....	Friday, March 12
Spring Break (no classes).....	Monday - Friday, April 12-16
Classes End.....	Monday, May 3
Exam Week.....	Tuesday- Monday, May 4-10
Semester Ends.....	Monday, May 10
Spring Commencement.....	Thursday, May 13

Summer Session 2004

Classes Begin.....	Monday, May 17
End of 75% Refund Period (First 5-Week Session).....	Tuesday, May 18
End of 75% Refund Period (10-Week Session).....	Thursday, May 20
Memorial Day Holiday.....	Monday, May 31
Last Day to Withdraw Without Grade Penalty (10-Week Session).....	Monday, June 21
Last Day of First 5-Week Session.....	Monday, June 21
First Day of Second 5-Week Session.....	Tuesday, June 22
End of 75% Refund Period (Second 5-Week Session).....	Wednesday, June 23
July 4th Holiday.....	Monday, July 5
Summer Semester Ends.....	Tuesday, July 27
Summer Commencement.....	Thursday, July 29

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 learn about college programs, services, and resources, attend an Orientation Session before you enroll in classes.
- 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.

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 Computers, Nursing, Student Voice Newspaper, Students Against Drunk Driving, Literary Society, and Fine Arts Club. 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 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
	Maenecia M. Lewis	335-0821	Ext. 2240	A 113

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
Wesley C. Alston, Counselor, Student Support Services Program	x2330	C105
Cherne A. Boyce, Admissions and Testing Advisor	x2281	A125
Emma L. Boyce, Assistant Director, Scholarships and Student Aid	x2217	A108
Mary Louise Brown, Registrar	x2252	A121
Vada M. Cuffee, Counselor/Recruiter, Educational Opportunity Center	x2310	C111
Quay J. Dozier, Assistant Director, Student Support Services Program	x2279	B105
Angela Godfrey-Dawson, Director, Scholarships and Student Aid	x2360	A122
Judy A. Gordon, Director, Student Activities/Counselor	x2277	A119
Lynn C. Gordon, Counselor/Recruiter, Educational Opportunity Center	x2364	C112
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	A113
Pamela A. Parnell, Student Aid Assistant	x2355	A114
Robin B. Pavey, Tutor Coordinator, Student Support Services Program	x2244	C101
Sonya B. Phelps, In-Take Technician/Child Care Coordinator, SSS Program	x2253	B101a
Annette Roberson, Admissions Technician	x2221	A118
Trisha B. Sawyer, Student Aid Assistant	x2254	A114
Renee J. Shannon, Student Aid Assistant	x2217	A112
Martha W. Swain, Director, Counseling & Career Development	x2243	A123
Andrea R. Williams, Director, TRIO Programs	x2224	C102

Dare County Campus

132 Russell Twiford • Manteo, NC 27954 • 252/ 473-2264 • Fax 252/ 473-5497 • www.albemarle.edu/dare

Teresa T. James, Dean, Dare County Campus	x235	DC110
Emily G. Robertson, Assistant Dean/Coordinator, Student Services	x223	DC113

Hours of Operation

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

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

Chowan County Center

1316C N Broad Street • Edenton, NC 27932 • 252/ 482-7900 • Fax 252/ 482-7999 • www.albemarle.edu

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

Hours of Operation

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

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

Elizabeth City Campus Resources

Job Placement	Co-op & Job Placement	Debra Williams	Ext. 2232	E214
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	Cherie Boyce	Ext. 2281	A125
Public Information	Marketing & Communications	Dawn McAvoy	Ext. 2255	A137
Refunds	Student Development	Ray Scaffa	Ext. 2251	A120
Registration	Academic Advisors	Ray Scaffa	Ext. 2251	A120
Residency Requirements	Student Development		0	Lobby
Security	Switchboard	Angela Godfrey-Dawson	Ext. 2360	A122
Scholarships	Scholarships & Student Aid	Ray Scaffa	Ext. 2251	A120
Sexual Harassment	Students	Wendy Brckhouse	Ext. 2236	A103
	Faculty / Staff	Judy Gordon	Ext. 2277	A119
Student Activities / Clubs	Student Development	Judy Gordon	Ext. 2277	A119
Student Senate	Student Development	Ray Scaffa	Ext. 2251	A120
Student Rights & Responsibilities	Student Development	Andrea Williams	Ext. 2224	C102
Students with Disabilities	Student Support Services	Gwen Davis	Ext. 2237	Student Center
Textbooks	Bookstore			
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. 2217	A112

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.....	337-6648	Hopeline Crisis Line.....	338-3011
Albamarie Hopeline.....	338-5338	Hospice Home Care.....	338-4066
Albamarie Hospital.....	335-0531	Housing Authority.....	335-5411
Albamarie Mental Health.....	335-0803	Independent Living Rehabilitation.....	338-0175
Albamarie Regional Health Services.....	338-4400	Internal Revenue.....	331-4746
Alcoholics Anonymous.....	338-1849	Magistrate.....	331-4758
Better Business Bureau.....	338-3992	Narcotics Anonymous.....	335-2895
Board of Elections.....	335-1739	National Resource Center.....	1-800-424-8802
Care Line.....	1-800-662-7030	N.C. Dept. of Insurance's Consumer Services Division.....	1-800-662-7777
Catholic Social Ministries.....	426-7717	Parks & Recreation.....	331-2415
Central Communications.....	331-1500	Partnership for Children.....	333-1233
Chamber of Commerce.....	335-4365	Poison Center.....	1-800-848-6946
Child Support Enforcement.....	338-4811	Police.....	335-4321
Child Advocacy, Kids First.....	338-5658	Prevent Child Abuse N.C.....	1-800-354-KIDS
Clerk of Court.....	331-4751	Probation and Parole.....	331-4806
Community Penalties.....	335-1963	Public Library.....	335-2473
Consumer Credit Counseling.....	335-9160	Red Cross.....	335-2185
Cooperative Extension Services.....	338-3954	Register of Deeds.....	335-4367
Developmental Evaluation.....	338-4044	Rescue Squad.....	335-5558
Driver's License.....	331-4776	Salvation Army.....	338-4129
Economic Improvement Council.....	335-5493	SBI.....	335-9571
Emergency Management.....	335-4444	Senior Center.....	338-2940
Emergency Medical Services.....	335-1524	Sheriff.....	338-2191
Employment Security Commission.....	331-4798	Social Security & SSI Benefits.....	338-1155
Family Resource Center.....	333-3205	Social Services.....	338-2126
FBI.....	335-0800	Tax Office.....	338-6107
Fire Marshal.....	335-7649	Transportation, Inter-County Public.....	338-4480
Food Bank of the Albamarie.....	335-4035	Veterans Affairs.....	331-4741
Friends of the Court.....	338-1414	Vocational Rehabilitation.....	331-4768
Highway Patrol.....	338-2161		

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	Nolie Rose	Ext. 293
Class Schedules	Student Development	Malinda Lathan	Ext. 222
Continuing Education Classes	Continuing Education	Virginia Tillet	Ext. 243
Cooperative Education	Cooperative Education	Kathryn Lamb	Ext. 227
Disadvantaged Student Assistance	Student Support Services	Nolie Rose	Ext. 293
Dropping/Adding Courses	Student Development	Malinda Lathan	Ext. 222
Financial Aid Scholarships	Student Development	Kathryn Lamb	Ext. 227
Grades	Student Development	Malinda Lathan	Ext. 222
Library Services	Learning Resources Center	Carmella Kemp	Ext. 230
Personal Counseling/Referrals	Student Development	Emily Robertson	Ext. 223
Placement Testing	Student Development	Kathryn Lamb	Ext. 227
Refunds	Cashier	Conne 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	Nolie Rose	Ext. 293
Transcripts	Student Development	Malinda Lathan	Ext. 222
Tuition/Fees Payments	Cashier	Conne Mizelle	Ext. 248
Tutorial Services	Student Support Services	Nolie Rose	Ext. 293
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

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 Pursler	C155	Drafting
Mark Cartwright	C153	Heating & AC Shop
Cathy Clair	A242	2nd Floor A Building
Nancy Farmer	E205	Occupational Education
Dara Harrell	C145	Cosmetology
Richard Seymour		Maintenance Office
Lynn Hurdle-Winslow	Chowan County Center	Front Desk
	Chowan County Center	Carpentry Class
Joy Johnson		Learning Center
Patricia Lee		Switchboard
Jerry Leete	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 Sehenck	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: $\frac{3.00}{14} = 42.00$ = Grade Point Average

STUDENT ACTIVITIES CALENDAR
2003 - 2004

Elizabeth City Campus - Dare County Campus - Chowan County Center

August

COA Back To School Bash hosted by
Elizabeth City Campus

New Student Orientation with SGA
Campus Tours

September

Tri-College Fall Festival - 9/9/03
(COA, RBC, ECSU)

Coffee Night

September 11th Memorial featuring
A Reader's Theatre of "The Guys"

Hispanic Heritage Month Celebration

Self-Improvement Month Celebration

October

COA Tri-Campus President's Celebration

Elizabeth City Family Fall Festival
National Children's Day Celebration

Dare County Costume Contest and Party

Drug Awareness Month Seminar

National Disabilities Awareness Month

November

National Hunger and Homelessness Awareness
featuring COA Tri-Campus Thanksgiving
Food Bank Collection

Student/Faculty/Staff Appreciation

EIC "Coats for Kids" Drive

Veteran's Day Memorial featuring
A Reader's Theatre of "War Letters"

National Native American Heritage Month

December

COA Christmas Party hosted by
Chowan County Center SGA

COA Tri-Campus Angel Tree
and Holiday Food Drive

Final Exam Week Refreshments

International Day / Holiday Celebration

January

Back to School Bash Part 2

Tri-College Martin Luther King, Jr. Holiday
March to City Hall (COA, RBC, ECSU)

February

Black History Month Celebration

Valentine's Day Activity

March

COA Tri-Campus Float in the
St. Patrick's Day Parade @ Dare County

Women's History Month Celebration by
Elizabeth City Campus SGA

COA Idol / Star Search 2004 hosted by
Chowan County Center SGA

April

Celebration of National Poetry Week

COA Tri-Campus Award's Day

Spring Fling Week

May

Final Exam Week Refreshments

Dare County Graduation Dinner

COA Graduation

A COMPASS FOR CAMPUS™



plan for
success

PLANNING FOR PERSONAL SUCCESS

DISCOVER

3

PLAN

5

ACT

9

STUDY STRATEGIES

10

PLANNING FORMS

12

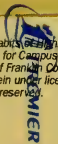
CAREER PREPARATION

26

WORLD MAP

30

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D DISCOVER**FACT**

A day only has
24 hours.

P PLAN**FACT**

A week only has
168 hours.

A ACT**FACT**

Your time is limited
and valuable. How
can you make the
most of it?



Set goals
to achieve ... **WHAT
MATTERS
MOST***

Discover WHAT MATTERS MOST*

Examples of key roles: student,
friend, son/daughter, employee...

Examples of core values:
learning, honesty,
independence, personal
integrity...

**Discover who you are! Identify your
core values and your key roles in life.
This will set the foundation for deciding
what is most important to you. With
these things in mind, you will be more
likely to spend time on the things that will
have the biggest impact in your life.**

Plan WHAT MATTERS MOST*

Example
(key role = student):
Complete first draft of
English paper by
November 1.

**Decide how you will spend your time this
month and this week, based on your core
values and focused on your key roles. For each
of your roles, set a goal to accomplish what is
most important to you in that area.**

Act UPON WHAT MATTERS MOST*

Example: Schedule
1/2 hour per day
to work on
English paper.

**Plan your day. Schedule time to accomplish the
goals you set for each of your key roles, breaking
them down into smaller steps as needed. Give these
tasks top priority. Then, make it happen!**

**DISCOVER
WHAT
MATTERS
MOST**

D

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Discovering what matters most starts with... you! Spend some time thinking about the following high-leverage questions:

What are your key roles? These can be based on your responsibilities or your relationships. Identify not only your roles, but also what you would like to accomplish within each one.

What are your core values? Here are some questions that might help you to answer this one.

What qualities do I value in others?

What is of greatest importance in my life?

If resources like time and money weren't a consideration, what would be my highest priorities in life?

What is your mission in life?
Now that's quite a question! You've already started answering it by thinking about your key roles and core values. Turn the page for a few more points to ponder...



Your mission

If you can identify your mission—your unique purpose that gives your life direction—you are far more likely to accomplish what you set out to do. With your mission in mind, the things you accomplish will have more meaning because they'll be connected to the big picture you have for your life.

How can you make sense of your mission? Complete these phrases to help you get started:

My greatest moments of happiness and fulfillment are:

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

I am motivated and passionate about:

I want to be a person who:

The principles I base my life upon are:

If you've given some thought to these questions, you're well on your way to developing a powerful **mission statement.**

Take it a step further by completing our Great Discovery mission statement exercise at www.premieragendas.com/hed/student/missionbuilder/

PLAN WHAT MATTERS MOST

THE TIME MATRIX™

Now that you've thought about what matters most to you, ask yourself this:

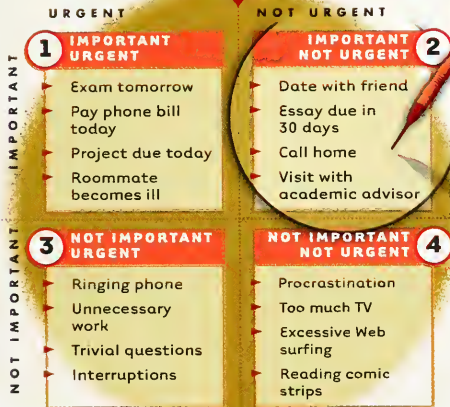
Do I spend my time on the things that are most important to me?

Think of your daily activities. How do you decide what to do first? When time is limited (and it always is), how do you decide what's not going to get done?

The Time Matrix can help you categorize your activities in terms of two key words: **important** and **urgent**.

- **Important activities** are based on your core values, help you achieve the goals associated with your key roles, and contribute toward your mission.
- **Urgent activities** are tasks that call for your immediate attention.

EXAMPLES



How can you make the most of your time? Try the following:

- Make a list of the things you need and want to do.
- Decide which quadrant of the Time Matrix each item fits in.
- Spend your time on Quadrant 2 activities, and do these important things early (before they become urgent).
- Don't be ruled by urgency. Never avoid important work because of merely urgent tasks.

How do you put your life mission in motion? Set some goals!

SMART GOALS

Goals are the concrete expression of what's most important to you. They help you focus your efforts, and they break down your big picture dreams into specific, achievable tasks. Goals can help you make your dreams come true...if you remember to make them SMART.

S **SPECIFIC** Specific goals state clearly and concisely what you want to accomplish.

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.

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

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

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

EXAMPLES:

Travel is important to me. This summer, I want to go to Europe for three weeks.

I will have a tentative itinerary set by March. I will purchase my travel tickets in May.

I will attend a "Travel Through Europe" seminar in January. I will save \$150 per month for my trip.

I can afford to save this money.

I will save enough money to purchase my travel tickets by May 15th.

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

ANONYMOUS



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**TM 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. 6).
- 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



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Ready to achieve your goals? Start planning ...

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.

- ▶ 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.

- ▶ 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.

Taking Notes

Remembering

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.

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. _____

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NAME _____

PHONE _____ HRS. _____

E-MAIL _____

NAME _____

PHONE _____ HRS. _____

E-MAIL _____

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

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E-MAIL

NAME

NAME

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PHONE

HRS.

E-MAIL

E-MAIL

PROJECT**CLASS****DUE DATE****COMPLETION DATE**REQUIREMENTS/
DESCRIPTION**INFORMATION NEEDED FOR PROJECT****LOCATION/SOURCES****INTERMEDIATE STEPS****COMPLETION DATE**

NOTES

PROJECT

CLASS	DUE DATE	COMPLETION DATE

REQUIREMENTS/
DESCRIPTION

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

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

NOTES

PROJECT

CLASS

DUE DATE

COMPLETION DATE

REQUIREMENTS/
DESCRIPTION

INFORMATION NEEDED FOR PROJECT

LOCATION/SOURCES

INTERMEDIATE STEPS

COMPLETION DATE

NOTES

PROJECT**CLASS****DUE DATE****COMPLETION DATE**REQUIREMENTS/
DESCRIPTION**INFORMATION NEEDED FOR PROJECT****LOCATION/SOURCES****INTERMEDIATE STEPS****COMPLETION DATE**

NOTES

GOAL SETTING

COURSE GOAL

INSTRUCTOR/TA

DATE	PROJECT/TEST/ASSIGNMENT	GOAL / AVG	GRADE

COURSE GOAL

INSTRUCTOR/TA

DATE	PROJECT/TEST/ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE

CREDITS EARNED

FINAL GRADE

CREDITS EARNED

COURSE GOAL

INSTRUCTOR/TA

DATE	PROJECT/TEST/ASSIGNMENT	GOAL / AVG	GRADE

COURSE GOAL

INSTRUCTOR/TA

DATE	PROJECT/TEST/ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE

CREDITS EARNED

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

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 resume 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 resume.
- ▶ Create a cover letter for each company.

IN PERSON:

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

Components of an effective resume:

- 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			English system	
mm	millimeter	.001 m	1 foot (ft) = 12 inches (in) 1" = 12"	1 sq. mile = 640 acres
cm	centimeter	.01 m	1 yard (yd) = 3 feet	1 tablespoon (T) = 3 teaspoons (t)
dm	decimeter	.1 m	1 mile (mi) = 1760 yards	1 cup (c) = 16 tablespoons
m	meter	1 m	1 sq. foot = 144 sq. inches	1 pint (pt) = 2 cups
dam	decameter	10 m	1 sq. yard = 9 sq. feet	1 quart (qt) = 2 pints
hm	hectometer	100 m	1 acre = 4840 sq. yards	1 gallon (gal) = 4 quarts
km	kilometer	1000 m	= 43560 ft	16 ounces (oz) = 1 pound (lb)
				1 ton = 2000 pounds

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

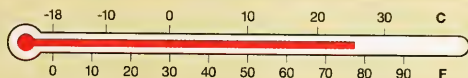
CONVERSIONS

LENGTH / AREA				WEIGHT / CAPACITY											
to go from	to	multiply by	to go from	to	multiply by	to go from	to	multiply by							
cm	→	in	0.3937	mi	→	km	1.609	g	→	oz	0.0353	T	→	t	0.9072
in	→	cm	2.54	m ²	→	ft ²	10.76	oz	→	g	28.35	ml	→	fl oz	0.0338
m	→	ft	3.2808	ft ²	→	m ²	0.0929	kg	→	lb	2.2046	fl oz	→	ml	29.575
ft	→	m	0.3048	km ²	→	mi ²	0.3861	lb	→	kg	0.4536	L	→	gal	0.2642
km	→	mi	0.6214	mi ²	→	km ²	2.59	t	→	T	1.1023	gal	→	L	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



$$^{\circ}\text{C} \rightarrow ^{\circ}\text{F}: n \times 1.8; \text{add } 32$$

$$^{\circ}\text{F} \rightarrow ^{\circ}\text{C}: (n-32) \times 0.555$$



ARCTIC OCEAN

GREENLAND (Denmark)

NORTH AMERICA

UNITED STATES

ATLANTIC OCEAN

TROPIC OF CANCER

PACIFIC OCEAN

EQUATOR

EQUATOR

NORTH AMERICA



NAURU
VANUATU
TUVALU
KIRIBATI
WEST SAMOA
FIJI
TONGA



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

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
Naiti 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.



SOUTH AMERICA

Israel Jerusalem
Japan Tokyo
Jordan Amman
Kazakhstan Astana
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

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



AUSTRALIA

- Australia Canberra
- OCEANIA
- Fiji Suva
- Kiribati Tarawa
- Marshall Islands Majura
- 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



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



AFRICA

- Algeria Algiers
- Angola Luanda
- Benin Porto-Novo
- Botswana Gaborone
- Burkina Faso Ouagadougou
- Burundi 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
- Somalia Mogadishu
- South Africa Pretoria
- Sudan Khartoum
- Swaziland Mbabane
- Tanzania Dodoma
- Togo Lome
- Tunisia Tunis
- Uganda Kampala
- Zambia Lusaka
- Zimbabwe Harare



CANADA
Ottawa

Province/Territory	Capital
AB Alberta	Edmonton
BC British Columbia	Victoria
MB Manitoba	Winnipeg
NB New Brunswick	Fredericton
NL 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
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

24 Sinaloa	Culiacán
25 Sonora	Hermosillo
26 Tamaulipas	Villahermosa
27 Tabasco	Ciudad Victoria
28 Tlaxcala	Tlaxcala
29 Veracruz	Xalapa
30 Yucatán	Mérida
31 Zacatecas	Zacatecas
32 Federal District	Mexico City

AUGUST 03

GOALS / LONG RANGE PLANNING ↘

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4 CIVIC HOLIDAY (CAN.)	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						

SEPTEMBER 03

Explore



LIVING WELL

Try something different. Sample a food you've never tasted, read a book by an unfamiliar author, learn a new skill. Breaking out of your routine—even in small ways—will remind you of the great possibilities life has to offer.

S	M	T
31	1 LABOR DAY (USA) LABOUR DAY (CAN.)	2
7	8	9
14	15	16
21	22	23
28	29	30

MONTHLY GOALS / LONG RANGE PLANNING



3 W	4 T	5 F	6 S
10	11	12	13
17	18	19	20
24	25	26	27 ROSH HASHANAH
			4

OCTOBER 03

Connect



LIVING
WELL

Your life experiences will mean more when shared in healthy relationships with others. Surround yourself with positive people who inspire you.

S	M	T
28	29	30
5	6 YOM KIPPUR	7
12	13 COLUMBUS DAY (USA) THANKSGIVING DAY (CAN.)	14
19	20	21
26	27	28

MONTHLY GOALS / LONG RANGE PLANNING

JK

1 W	2 T	3 F	4 S
8	9	10	11
15	16	17	18
22	23	24	25
29	30	31	

NOVEMBER 03

Cultivate



26 S	27 M	28 T
2	3	4
9	10	11 VETERANS' DAY (USA) REMEMBRANCE DAY (CAN)
16	17	18
23	24	25
30		

LIVING WELL

An artist must prepare the canvas before making the first brush stroke. We must do the same.

Rest, exercise, read, reflect... these are ways we can prepare the canvas of our lives for the work of art they will become.

MONTHLY GOALS / LONG RANGE PLANNING



<p>W</p>	<p>T</p> <p>30</p>	<p>F</p> <p>31</p>	<p>S</p> <p>1</p>
<p>5</p>	<p>6</p>	<p>7</p>	<p>8</p>
<p>12</p>	<p>13</p>	<p>14</p>	<p>15</p>
<p>19</p>	<p>20</p>	<p>21</p>	<p>22</p>
<p>26</p>	<p>27</p> <p>THANKSGIVING DAY (USA)</p>	<p>28</p>	<p>29</p>

DECEMBER 03

Celebrate



30	S	1	M	2	T
7		8		9	
14		15		16	
21		22		23	
28		29		30	

LIVING WELL

Consider what is good in your life. While we continue to pursue an even better future, it's also wise to remember the good we have now. Or are you right now, in some way, living someone else's dream... ?

MONTHLY GOALS / LONG RANGE PLANNING

↙

W	T	F	S
3	4	5	6
10	11	12	13
17	18	19	20 HANUKKAH
24	25 CHRISTMAS DAY	26 BOXING DAY (CAN)	27
1	1	2	3

Imagine



28 S	29 M	30 T
4	5	6
11	12	13
18	19 MARTIN LUTHER KING, JR. DAY (USA)	20
25	26	27

LIVING WELL

Quite amazing, that brain of yours...
 How to keep it functioning well for years to come?
 Use it!
 Give your brain its exercise by reading, listening to music, looking at art, considering new ideas.

MILK WALK
 KBC, ECU

H

MONTHLY GOALS / LONG RANGE PLANNING

W

T

F

S

31	1 NEW YEAR'S DAY	2	3
7	8	9 FIRST SGA MTG.	10
14 Back 2 school Bans 1st	15	16	17
21	22	23	24
28	29	30	31 ADOPT A 1st 6th way

FEBRUARY 04

Choose



S	M	T
1	2	3
8	9	10
15	16 PRESIDENTS' DAY (USA)	17
22	23	24
29	1	2

LIVING
WELL

Are you actively participating in the adventure of your life, or are you just along for the ride? Each day offers you the opportunity to claim your life and make it what you want it to be.

MONTHLY GOALS / LONG RANGE PLANNING



<p>4</p> <p>W</p> <p>.....</p>	<p>5</p> <p>T</p>	<p>6</p> <p>F</p>	<p>7</p> <p>S</p>
<p>11</p>	<p>12</p>	<p>13</p>	<p>14</p>
<p>18</p>	<p>19</p>	<p>20</p>	<p>21</p>
<p>5</p>	<p>26</p>	<p>27</p>	<p>28</p>
	<p>4</p>	<p>5</p>	<p>6</p>

MARCH 04

Focus

29	1	2
7	8	9
14	15	16
21	22	23
28	29	30

LIVING WELL

How to make yourself crazy: try to give ALL of your attention to ALL of the demands in your life.

Better idea: invest some time in figuring out what is most important to you.

Let other, less important things come second.

Give your best to the big stuff.

MONTHLY GOALS / LONG RANGE PLANNING



3 W	4 T	5 F	6 S
10	11	12	13
17	18	19	20
4	25	26	27
1			

MARCH 04

Focus

29	1	2
7	8	9
14	15	16
21	22	23
28	29	30

LIVING WELL

How to make yourself crazy: try to give ALL of your attention to ALL of the demands in your life.

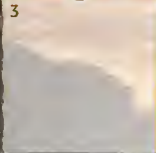
Better idea: invest some time in figuring out what is most important to you.

Let other, less important things come second.

Give your best to the big stuff.

MONTHLY GOALS / LONG RANGE PLANNING



3 	4	5	6
10	11	12	13
17	18	19	20
4	25	26	27
1	1	1	1

APRIL 04

Persist

LIVING
WELL

*It gets tough
sometimes.
You make a
mistake, you mess
up on something
that really
mattered.
Keep going.
Mistakes are
required.
Success is not the
result of living a
perfect life; it's the
result of living a
persistent one.*

S	M	T
28	29	30
4	5	6 PASSOVER
11	12 EASTER	13
18	19	20
25	26	27

MONTHLY GOALS / LONG RANGE PLANNING



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

Grow



LIVING WELL

Every once in a while, find a way to challenge yourself mentally and physically. Ask more of yourself.

The answer you get back might be, "What took you so long?"

S	M	T
25	26	27
2	3	4
9 MOTHER'S DAY	10	11
16	17	18
23	24 VICTORIA DAY (CAN.)	25
30	31 MEMORIAL DAY (USA)	

MONTHLY GOALS / LONG RANGE PLANNING

↕

8 W	24 T	30 F	1 S
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29

JUNE 04

Enjoy



S	M	T
30	31	1
6	7	8
13	14	15
20	FATHER'S DAY 21	22
27	28	29

LIVING WELL

Have fun!
Laugh hard, and then laugh some more.
Boost your immune system, reduce stress, lower your blood pressure all through the simple act of laughing. Say "cheese"!

MONTHLY GOALS / LONG RANGE PLANNING



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

JULY 04

Marvel

S	M	T	W	T	F	S
27	28	29	30	1 CANADA DAY	2	3
4 INDEPENDENCE DAY	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

AUGUST 04

GOALS / LONG RANGE PLANNING ↘

S	M	T	W	T	F	S
1	2 CIVIC HOLIDAY (CAN.)	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				4

Future Planning

SEPTEMBER • 2004

OCTOBER • 2004

NOVEMBER • 2004

DECEMBER • 2004

JANUARY • 2005

FEBRUARY • 2005

MARCH • 2005

APRIL • 2005

MAY • 2005

JUNE • 2005

The trouble with doing something right the first time is that no one appreciates how difficult it was.

AUG.

WEDNESDAY

30
DAY
JULY

PRIORITIES:

THURSDAY

31
DAY
JULY

PRIORITIES:

FRIDAY

PRIORITIES:
DAY

SATURDAY

REFLECTION: *What goal in life am I striving to achieve?*

AUGUST

	F	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	31	

03

Don't part with your illusions. When they are gone you may still exist, but you have ceased to live.

MARK TWAIN

Dreams



WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

3

MONDAY

4

PRIORITIES:

DAY

Civic Holiday (Can.)

TUESDAY

5

PRIORITIES:

DAY

WEDNESDAY

6
DAY

PRIORITIES:

THURSDAY

7
DAY

PRIORITIES:

FRIDAY

8
DAY

PRIORITIES:

SATURDAY

9

REFLECTION: What do I want to accomplish this year?

AUGUST

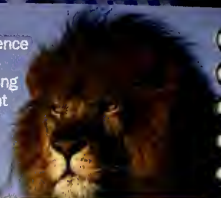
S M T W T F S
1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30

03

Courage is not the absence of fear, but rather the judgement that something else is more important than fear.

AMEROSE REDMOON

Courage



WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

10

MONDAY

11

PRIORITIES:

DAY

TUESDAY

12

PRIORITIES:

DAY

Start strong academically. It's easier to keep good grades than to make up for bad ones.

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

AUG.

WEDNESDAY

13
DAY

PRIORITIES:

THURSDAY

14
DAY

PRIORITIES:

FRIDAY

15
DAY

PRIORITIES:

SATURDAY

16

REFLECTION: *Where do I need to challenge myself?*

AUGUST

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

03

Generosity

A true measure of your worth

includes
all the benefits others have
gained from your success.
CULLEN HIGHTOWER

WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

24

MONDAY

25

PRIORITIES:

DAY

TUESDAY

26

PRIORITIES:

DAY

Learn how you learn. If you understand your learning style, you'll study more efficiently and effectively.

WEDNESDAY

27 PRIORITIES
DAY

THURSDAY

28 PRIORITIES
DAY

FRIDAY

29 PRIORITIES
DAY

SATURDAY

30

REFLECTION: *When was the last time I gave of myself?*

SEPTEMBER

03

When I hear someone sigh, "Life is hard," I am always tempted to ask, "Compared to what?"

SYDNEY J. HARRIS

Advent

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

31

AUG.

MONDAY

PRIORITIES:

1 DAY

Labor Day (USA)
Labour Day (Can.)

TUESDAY

PRIORITIES:

2 DAY

Honest criticism is hard to take, particularly from a relative, a friend, an acquaintance, or a stranger. FRANKLIN P. JONES

SEP.

WEDNESDAY

3 PRIORITIES:
DAY

THURSDAY

4 PRIORITIES:
DAY

FRIDAY

5 PRIORITIES:
DAY

SATURDAY

5

REFLECTION: *How do I cope with challenges? Do I see them as opportunities?*

SEPTEMBER

03

Enthusiasm is...the irresistible surge of your will and your energy to execute your ideas. With it, there is accomplishment.

HENRY FORD

Enthusiasm

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

7

MONDAY

8 PRIORITIES:
DAY

TUESDAY

9 PRIORITIES:
DAY

Review all course syllabi carefully. Mark important dates in your planner.

The only normal people are the ones you don't know very well.
JOE ANICIS

SEP.

WEDNESDAY

10
DAY

PRIORITIES:

THURSDAY

11
DAY

PRIORITIES:



FRIDAY

12
DAY

PRIORITIES:

SATURDAY

3

REFLECTION: What am I most looking forward to?

SEPTEMBER

03

To live a creative life, we must lose our fear of being wrong.

JOSEPH CHILTON PEARCE

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				

Creativity

WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

14

MONDAY

15 PRIORITIES:
DAY

TUESDAY

16 PRIORITIES:
DAY

Schedule study time, and stick to it. If you don't have an assignment, review your notes.

Tact is the ability to describe others as they see themselves.
ABRAHAM LINCOLN

SEP.

WEDNESDAY

17

PRIORITIES:

DAY

THURSDAY

18

PRIORITIES:

DAY

FRIDAY

19

PRIORITIES:

DAY

SATURDAY

20

REFLECTION: Who do I know who dares to be different?

SEPTEMBER

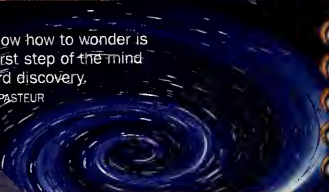
03

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

Awareness

To know how to wonder is
the first step of the mind
toward discovery.

LOUIS PASTEUR



WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

21

MONDAY

22 PRIORITIES:
DAY

TUESDAY

23 PRIORITIES:
DAY

Study in a quiet place, free from distractions. You'll
be more focused and optimize your time.

Conscience is the inner voice that warns us somebody is looking.
HENRY LOUIS MENCKEN

SEP.

WEDNESDAY

24
DAY

PRIORITIES:

THURSDAY

25
DAY

PRIORITIES:

FRIDAY

26
DAY

PRIORITIES:

SATURDAY

27

Rosh Hashanah



REFLECTION: What are my important roles?

SEPTEMBER 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

Ambition

Believe in something fly. Your life is worth
a noble motive. WALTER ANGELO

WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

28

MONDAY

29
DAY

PRIORITIES:

TUESDAY

30
DAY

PRIORITIES:

Get to know your instructors. Try to meet with them
at least once each term.

42.7 percent of all statistics are made up on the spot.

OCT.

WEDNESDAY

PRIORITIES:

1 DAY
OCT.

THURSDAY

PRIORITIES:

2 DAY
OCT.

FRIDAY

PRIORITIES:

3 DAY
OCT.

SATURDAY

4

OCT.



REFLECTION: Do I spend too much time in my comfort zone?

OCTOBER

03

What you must do is to be yourself.

—D.G. HENNINGSEN

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	

Authenticity

WEEKLY GOALS

PERSONAL / ACADEMIC



INTERPERSONAL



SUNDAY

5

MONDAY

6

PRIORITIES:

Yom Kippur

TUESDAY

7

PRIORITIES:

I have not yet begun to procrastinate.

OCT.

WEDNESDAY

8 PRIORITIES:
DAY

THURSDAY

9 PRIORITIES:
DAY

FRIDAY

10 PRIORITIES:
DAY

SATURDAY

11

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

OCTOBER

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

03

There can be no happiness
if the things we believe in
are different from the
things we do.

FREYA STARK

Integrity

WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

12

MONDAY

13
DAY

PRIORITIES:

Columbus Day (USA)
Thanksgiving Day (Can.)

TUESDAY

14
DAY

PRIORITIES:

*Instead of studying for certain period of time, plan
to study a certain amount of material.*

Take my advice. I'm not using it.

OCT.

WEDNESDAY

5 PRIORITIES:
DAY

THURSDAY

6 PRIORITIES:
DAY

FRIDAY

17 PRIORITIES:
DAY

SATURDAY

18

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

OCTOBER

03

Let deeds
match words.
-PLUTUS

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	

Sincerity



WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

19

MONDAY

20 DAY

PRIORITIES:

TUESDAY

21 DAY

PRIORITIES:

Study your most difficult subjects at your peak time of day, when you have the most energy.

WEDNESDAY

2 PRIORITIES:
DAY

THURSDAY

3 PRIORITIES:
DAY

FRIDAY

24 PRIORITIES:
DAY

SATURDAY

25

 **REFLECTION:** Do I stand up for the things that are important to me?

OCTOBER

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

When you are content to be simply yourself and don't compare or compete, everybody will respect you. LAO-TZU

Respect

WEEKLY GOALS

PERSONAL / ACADEMIC



INTERPERSONAL



SUNDAY

26

MONDAY

27 PRIORITIES:
DAY

TUESDAY

28 PRIORITIES:
DAY

Set one academic goal for yourself each term and focus on achieving it.

WEDNESDAY

29

PRIORITIES:
DAY

THURSDAY

30

PRIORITIES:
DAY

FRIDAY

31

PRIORITIES:
DAY

SATURDAY

1

NOV.



REFLECTION: Do I compare myself unnecessarily to others?

NOVEMBER

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

Effort

In all human affairs, there are efforts and there are results, and the strength of effort is the measure of the results. JAMES ALLEN



WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

2

MONDAY

3 PRIORITIES:
DAY

TUESDAY

4 PRIORITIES:
DAY

Take responsibility for your success. You are in charge of shaping your future.

WEDNESDAY

5

DAY

PRIORITIES:

THURSDAY

6

DAY

PRIORITIES:

FRIDAY

7

DAY

PRIORITIES:

SATURDAY

8



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

NOVEMBER

03

The delay of our dreams does not mean that they have been denied. SARAH BAN-BREATHNACH

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9	10	11	12	13	14	15
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23	24	25	26	27	28	29

Patience



WEEKLY GOALS

PERSONAL / ACADEMIC



INTERPERSONAL



SUNDAY

9

MONDAY

10

PRIORITIES:

DAY

TUESDAY

11

PRIORITIES:

DAY

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

Read your writing assignments out loud at least once.

WEDNESDAY

12
DAY

PRIORITIES:

THURSDAY

13
DAY

PRIORITIES:

FRIDAY

14
DAY

PRIORITIES:

SATURDAY

15



REFLECTION: How do I handle competition?

NOVEMBER

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

Responsibility

I am only one, but I am
one. I cannot do everything,
but I can do something.
I will not refuse to do the
something I can do.

HELEN KELLER

WEEKLY GOALS

PERSONAL / ACADEMIC



INTERPERSONAL



SUNDAY

16

MONDAY

17

PRIORITIES:

DAY

TUESDAY

18

PRIORITIES:

DAY

If you're struggling in class, get help. Use a tutorial center, study group, or team up with a classmate.

All my life I wanted to be someone; I guess I should have been more specific. JANE WAGNER

NOV.

WEDNESDAY

19 PRIORITIES.
DAY

THURSDAY

20 PRIORITIES
DAY

FRIDAY

21 PRIORITIES:
DAY

SATURDAY

22

 **REFLECTION:** What relationship do I need to work on?

NOVEMBER

S	M	T	W	T	F	S
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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

03

The best preparation for good work tomorrow is good work today. — ELBERT HULLAND

Diligence

WEEKLY GOALS

PERSONAL / ACADEMIC



INTERPERSONAL



SUNDAY

23

MONDAY

24

PRIORITIES:

DAY

TUESDAY

25

PRIORITIES:

DAY

When taking a test, read ALL of the instructions first. Then budget your time for each section.

A chrysanthemum by any other name would be easier to spell.
WILLIAM J. JOHNSTON

NOV.

WEDNESDAY

26

DAY

PRIORITIES:

THURSDAY

27

DAY

PRIORITIES:

Thanksgiving Day (USA)

FRIDAY

28

DAY

PRIORITIES:

SATURDAY

29



REFLECTION: Do I stay with projects to the end?

DECEMBER

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

What you build easily will fall quickly.
SLOVENIAN PROVERB

Thoroughness

WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

30

NOV.

MONDAY

1 PRIORITIES:
DAY

TUESDAY

2 PRIORITIES:
DAY

Goals 101: Set specific goals that state exactly what you want to accomplish.

WEDNESDAY

3 PRIORITIES:
DAY

THURSDAY

4 PRIORITIES:
DAY

FRIDAY

5 PRIORITIES:
DAY

SATURDAY

6



REFLECTION: *Does my life show evidence of my beliefs?*

DECEMBER

03

If the principles of contentment are not within us, no material success, no pleasures or possessions, can make us happy. LILLIAN EICHLER WATSON

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

Contentment

WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

7

MONDAY

8 PRIORITIES:
DAY

TUESDAY

9 PRIORITIES:
DAY

When starting an activity, think about the result you want to get. Keep this in mind as you work.

If it weren't for electricity, we'd all be watching television by candlelight. GEORGE GOBEL

WEDNESDAY**10**

PRIORITIES:

DAY

THURSDAY**11**

PRIORITIES:

DAY

FRIDAY**12**

PRIORITIES:

DAY

SATURDAY**13****REFLECTION:** *What is going well in my life?*

DECEMBER

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

03

My advice to you is...just enjoy your ice cream while it's on your plate. THORNTON WILDER



Gratitude

WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

14

MONDAY

15

PRIORITIES:

DAY

TUESDAY

16

PRIORITIES:

DAY

Procrastination only makes a project harder. Start TODAY and you're that much closer to done.

Always and never are two words you should always remember never to use. WENDELL JOHNSON

WEDNESDAY

17 PRIORITIES
DAY

THURSDAY

18 PRIORITIES:
DAY

FRIDAY

19 PRIORITIES:
DAY

SATURDAY

20

Hanukkah



REFLECTION: What's most important to me and how do I show it?

DECEMBER

03

I do not see the world
as it is, I see the world
as I am. STEPHEN COVEY

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

Perspective

SUNDAY

21

MONDAY

22

TUESDAY

23

WEDNESDAY

24

THURSDAY

Christmas Day

25

FRIDAY

Boxing Day (Can.)

26

SATURDAY

27

Perfection is the enemy of completion. Do your best, then turn in your work and move on.

I'm trying to read a book on how to relax, but I keep falling asleep.
JIM LOY

JAN.

SUNDAY

28

DEC.

MONDAY

29

DEC.

TUESDAY

30

DEC

WEDNESDAY

31

DEC

THURSDAY

New Year's Day

1

JAN

FRIDAY

2

JAN

SATURDAY

3

JAN



REFLECTION: How do I honor diversity around me?

JANUARY

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

04

Boldness

Be bold. If you're going to make an error, make a doozy, and don't be afraid to hit the ball. —JILLIE JEAN KING

WEEKLY GOALS

PERSONAL / ACADEMIC



INTERPERSONAL



SUNDAY

4

MONDAY

5

PRIORITIES:

DAY

TUESDAY

6

PRIORITIES:

DAY

Talk to your academic advisor regularly to ensure you're up to date on the requirements for graduation.

WEDNESDAY

7
DAY

PRIORITIES:

THURSDAY

8
DAY

PRIORITIES:

FRIDAY

9
DAY

PRIORITIES:

SATURDAY

10



REFLECTION:

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

JANUARY

04

We should be taught not to wait for inspiration to start a thing. Action always generates inspiration. FRANK TOLBERT

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

Inspiration

WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

11

MONDAY

12 PRIORITIES:
DAY

TUESDAY

13 PRIORITIES:
DAY

Decide what you'll say no to. Make a distinction between important and unimportant activities.

If your parents never had children, chances are you won't either.
DICK CAVETT

JAN.

WEDNESDAY

14 DAY PRIORITIES:

THURSDAY

15 DAY PRIORITIES:

FRIDAY

16 DAY PRIORITIES:

SATURDAY

17



REFLECTION: Do I stretch my imagination regularly?

JANUARY

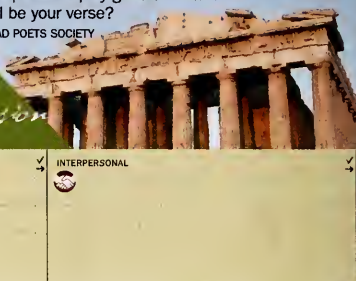
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

04

The powerful play goes on. What will be your verse?

DEAD POETS SOCIETY

Expression



WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

18

MONDAY

19
DAY

PRIORITIES:

Martin Luther King, Jr. Day (USA)

TUESDAY

20
DAY

PRIORITIES:

Review your performance on tests so you'll be able to do even better next time.

WEDNESDAY

21 DAY PRIORITIES:

THURSDAY


22 DAY PRIORITIES:

FRIDAY

23 DAY PRIORITIES:

SATURDAY

24

 **REFLECTION:** How can I communicate more effectively?

JANUARY

04

I never see what has been done; I only see what remains to be done. MARIE CURIE



Motivation

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

25

MONDAY

26 PRIORITIES:
DAY

TUESDAY

27 PRIORITIES:
DAY

Goals 101. Set active goals that specify exactly what you will do to reach them.

WEDNESDAY

28 DAY PRIORITIES:

THURSDAY

29 DAY PRIORITIES:

FRIDAY

30 DAY PRIORITIES:

SATURDAY

31

 **REFLECTION:** What motivates me?

FEBRUARY

04

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						

Participation

To live means to experience—through doing, feeling, thinking.
MIHALY CSIKSZENTMIHALYI

WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

1

MONDAY

2 PRIORITIES:
DAY

TUESDAY

3 PRIORITIES:
DAY

*The first step to passing a class is to show up.
Skipping means more work trying to catch up.*

There are two kinds of people: those who finish what they start
and so on... ROBERT BYRNE

FEB.

WEDNESDAY

4 PRIORITIES:
DAY

THURSDAY

5 PRIORITIES:
DAY

FRIDAY

6 PRIORITIES:
DAY

SATURDAY

7

REFLECTION: *On group projects, am I a team player?*

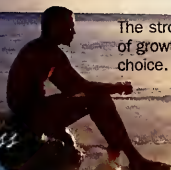
FEBRUARY

04

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

Consciousness

The strongest principle
of growth lies in human
choice. GEORGE ELIOT



WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

8

MONDAY

9

PRIORITIES:

DAY

TUESDAY

10

PRIORITIES:

DAY

Look for opportunities to help others. Your life will be richer for it!

WEDNESDAY

11 DAY

PRIORITIES:

THURSDAY

12 DAY

PRIORITIES:

FRIDAY

13 DAY

PRIORITIES:

SATURDAY

14



REFLECTION:

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

FEBRUARY

04

I can. It is a powerful sentence. I can. OG MANDINO

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						

Confidence

WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

15

MONDAY

16 DAY

PRIORITIES:

Presidents' Day (USA)

TUESDAY

17 DAY

PRIORITIES:

If you don't have time to complete a reading assignment, at least skim the material.

WEDNESDAY

18

PRIORITIES:

DAY

THURSDAY

19

PRIORITIES:

DAY

FRIDAY

20

PRIORITIES:

DAY

SATURDAY

21



REFLECTION:

Do I always insist on getting my way?

FEBRUARY

04

If I take care of my character, my reputation will take care of itself. DWIGHT L. MOODY

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

Stewardship

WEEKLY GOALS

PERSONAL / ACADEMIC



INTERPERSONAL



SUNDAY

22

MONDAY

23 PRIORITIES:
DAY

TUESDAY

24 PRIORITIES:
DAY

Study mostly during the day. You'll have more energy your evenings will be free for other activities.

Be wiser than other people, if you can, but do not tell them so.
LORD CHESTERFIELD

FEB.

WEDNESDAY

25 PRIORITIES.
DAY

THURSDAY

26 PRIORITIES:
DAY

FRIDAY

27 PRIORITIES:
DAY

SATURDAY

28



REFLECTION: What will I do to help this earth?

MARCH

3	4	5	6	7	8	9
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			

04

If we are wise, we discover that our answers come

only when we work them out for ourselves. LEO BUSCAGLIA

Reflection

WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

29

FEB.

MONDAY

1

PRIORITIES:

DAY

TUESDAY

2

PRIORITIES:

DAY

Goals 101: Set realistic goals that are challenging, but attainable given your current situation.

WEDNESDAY

3 DAY

PRIORITIES:

THURSDAY

4 DAY

PRIORITIES:

FRIDAY

5 DAY

PRIORITIES:

SATURDAY

6



REFLECTION: *How often do I just really listen?*

MARCH

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

04

Some people regard discipline as a chore. For me, it is a kind of order that sets me free to fly.

MICIE ANDREWS

Discipline

WEEKLY GOALS

PERSONAL / ACADEMIC



INTERPERSONAL



SUNDAY

7

MONDAY

8

PRIORITIES:

DAY

TUESDAY

9

PRIORITIES:

DAY

Hearing and listening are different. Develop active listening skills in all areas of your life.

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

MAR.

WEDNESDAY

10

DAY

PRIORITIES

THURSDAY

11

DAY

PRIORITIES

FRIDAY

12

DAY

PRIORITIES

SATURDAY

13



REFLECTION:

Do I have unrealistic goals?

MARCH

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			

04

The difference between the possible and the impossible lies in determination. TOMMY LASORDA

Determination

WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

14

MONDAY

15 DAY

PRIORITIES:

TUESDAY

16 DAY

PRIORITIES:

Boost your GPA by sleeping! Students who sleep 7-8 hours per night perform better.

Advice is what we ask for when we already know the answer but wish we didn't. ERICA JONG

WEDNESDAY

17
DAY

PRIORITIES:

THURSDAY

18
DAY

PRIORITIES:

FRIDAY

19
DAY

PRIORITIES:

SATURDAY

20

**REFLECTION:** *Am I a person of integrity?*

MARCH

S	M	T	W	T	F	S
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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			

04

The quality of a person's life is in direct proportion to their commitment to excellence, regardless of their chosen field of endeavor.

VINCE LOMBARDI

Commitment

WEEKLY GOALS

PERSONAL / ACADEMIC



INTERPERSONAL



SUNDAY

21

MONDAY

22 DAY

PRIORITIES:

TUESDAY

23 DAY

PRIORITIES:

Learning is its own reward. Consider your education a gift.

No great discovery was made without a bold guess.
SIR ISAAC NEWTON

WEDNESDAY

24

PRIORITIES:

DAY

THURSDAY

25

PRIORITIES:

DAY

FRIDAY

26

PRIORITIES:

DAY

SATURDAY

27



REFLECTION:

Am I giving my time to the best things?

MARCH

8	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			

04

It is not enough to be busy... The question is: what are we busy about? HENRY DAVID THOREAU

Purpose

WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

28

MONDAY

29 PRIORITIES:
DAY

TUESDAY

30 PRIORITIES:
DAY

Goals 101: Set timely goals that have a specific deadline for completion.

Always do right. This will gratify some people and astonish the rest.
MARK TWAIN

APR.

WEDNESDAY

31 DAY
MAR.

PRIORITIES:

THURSDAY

1 DAY
APR.

PRIORITIES:

FRIDAY

2 DAY
APR.

PRIORITIES:

SATURDAY

3
APR.



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

APRIL

04

It's not that I'm so smart, it's just that I stay with the problems longer.
ALBERT EINSTEIN

S	M	T	W	T	F	S
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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	

Endurance

WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

4

MONDAY

5 DAY

PRIORITIES:

TUESDAY

6 DAY

PRIORITIES:

Passover

Think ahead. A few minutes of planning can save you hours later.

WEDNESDAY

7
DAY

PRIORITIES:

THURSDAY

8
DAY

PRIORITIES:

FRIDAY

9
DAY

PRIORITIES:

Good Friday

SATURDAY

10



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

APRIL

04

If you fell down yesterday, stand up today.
H. G. WELLS

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

Perseverance



WEEKLY GOALS

PERSONAL / ACADEMIC



INTERPERSONAL



SUNDAY

Easter

11

MONDAY

12 PRIORITIES:
DAY

TUESDAY

13 PRIORITIES:
DAY

Consider your differences with others to be opportunities for learning.

Always proofread to make sure you didn't anything out.

APR.

WEDNESDAY

14
DAY

PRIORITIES:

THURSDAY

15
DAY

PRIORITIES:

FRIDAY

16
DAY

PRIORITIES:

SATURDAY

17



REFLECTION: *Where do I need to change my attitude about classes?*

APRIL

S	M	T	W	T	F	S
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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	

04

Nothing will come of nothing. Dare mighty things. WILLIAM SHAKESPEARE

Courage



WEEKLY GOALS

PERSONAL / ACADEMIC



INTERPERSONAL



SUNDAY

18

MONDAY

19 DAY

PRIORITIES:

TUESDAY

20 DAY

PRIORITIES:

Don't just read "have to" stuff. Read some "want to" stuff too.

I think my brain has a mind of its own.

APR.

WEDNESDAY

21 DAY

PRIORITIES:

THURSDAY

22 DAY

PRIORITIES:

FRIDAY

23 DAY

PRIORITIES:

SATURDAY

24



REFLECTION:

Am I open to new experiences?

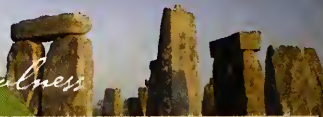
APRIL

04

Never be afraid to sit a while and think.
LORRAINE HANSBERRY

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

Resourcefulness



WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

25

MONDAY

26 DAY

PRIORITIES:

TUESDAY

27 DAY

PRIORITIES:

Goals 101: Review your goals regularly to keep yourself on track.

Success always occurs in private, and failure in full view.

APR.

WEDNESDAY

28
DAY

PRIORITIES:

THURSDAY

29
DAY

PRIORITIES:

FRIDAY

30
DAY

PRIORITIES:

SATURDAY

1
MAY



REFLECTION:

What activities help me reduce stress?

MAY

S	M	T	W	T	F	S
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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


04

A smooth sea never made a skilled sailor.
ENGLISH PROVERB


Challenge

WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

2

MONDAY

3 PRIORITY:
DAY

TUESDAY

4 PRIORITY:
DAY

Your brain doesn't function well when you're tired, hungry, or stressed. Take care of your health.

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

MAY

WEDNESDAY

5 PRIORITIES:
DAY

THURSDAY

6 PRIORITIES:
DAY

FRIDAY

7 PRIORITIES:
DAY

SATURDAY

8



REFLECTION:

Where do I need to start making some real changes in my life?

MAY

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

04

Our business in life is not to get ahead of others but to get ahead of ourselves...

STEWART B. JOHNSON



Improvement

WEEKLY GOALS

PERSONAL / ACADEMIC



INTERPERSONAL



SUNDAY

Mother's Day

9

MONDAY

PRIORITIES:

10 DAY

TUESDAY

PRIORITIES:

11 DAY

If you're stuck on an assignment or pulling a long study session, take a break to recharge.

A conclusion is just the place where someone got tired of thinking.

MAY

WEDNESDAY

12 DAY

PRIORITIES:

THURSDAY

13 DAY

PRIORITIES:

FRIDAY

14 DAY

PRIORITIES:

SATURDAY

15

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

MAY

04

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Action

Nothing will work unless you do.

MAYA ANGELOU



WEEKLY GOALS

PERSONAL / ACADEMIC



INTERPERSONAL



SUNDAY

16

MONDAY

17 DAY

PRIORITIES:

TUESDAY

18 DAY

PRIORITIES:

Let your mistakes teach you. Be brave enough to learn from your errors.

Experience is that marvelous thing that enables you to recognize a mistake when you make it again. F. P. JONES

MAY

WEDNESDAY

19 PRIORITIES:
DAY

THURSDAY

20 PRIORITIES:
DAY

FRIDAY

21 PRIORITIES:
DAY

SATURDAY

22

REFLECTION: Do I live what I learn?

MAY

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						

04

It is our duty to proceed as though the limits of our abilities do not exist.
PIERRE TIELHARD DE CHARDIN

Optimism



WEEKLY GOALS

PERSONAL/ ACADEMIC



INTERPERSONAL



SUNDAY

23

MONDAY

24 DAY

PRIORITIES:

Victoria Day (Can.)

TUESDAY

25 DAY

PRIORITIES:

Learning is an active verb. You'll be more successful if you get involved in your classes.

WEDNESDAY

26 DAY PRIORITIES:

THURSDAY

27 DAY PRIORITIES:

FRIDAY

28 DAY PRIORITIES:

SATURDAY

29

 **REFLECTION:** *Do I believe I can become whatever I want?*

JUNE

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			

04

The greatest achievement of the human spirit is to live up to one's opportunities and make the most of one's resources.
WUVENARGUES

Achievement

WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

30

MAY

MONDAY

PRIORITIES:

31

DAY

MAY

Memorial Day (USA)

TUESDAY

PRIORITIES:

1

DAY

If you don't understand something, ask. The only foolish question is the one that you don't ask.

You have two ears and one mouth so you can listen twice as much as you speak.

JUNE

WEDNESDAY

2

PRIORITIES:

DAY

THURSDAY

3

PRIORITIES:

DAY

FRIDAY

4

PRIORITIES:

DAY

SATURDAY

5



REFLECTION: What accomplishment am I proud of, and how did I achieve it?

JUNE

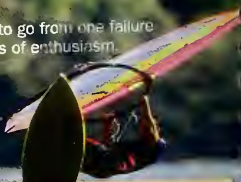
6	M	T	W	T	F	S
7	8	9	10	11	12	
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

04

Success is the ability to go from one failure to another with no loss of enthusiasm.

WINSTON CHURCHILL

Enthusiasm



WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

6

MONDAY

7

PRIORITIES:

DAY

TUESDAY

8

PRIORITIES:

DAY

Break large projects into smaller steps, then work them one at a time.

There are two ways to achieve success in life. 1. Never tell everything you know.

WEDNESDAY

9
DAY

PRIORITIES:

THURSDAY

10
DAY

PRIORITIES:

FRIDAY

11
DAY

PRIORITIES:

SATURDAY

12



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

JUNE

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

04

Sometimes the only thing we do
to avoid success is refuse to be
energetic on our own behalf.
BARBARA SHER

Energy

WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

13

MONDAY

14

PRIORITIES:

DAY

TUESDAY

15

PRIORITIES:

DAY

Identify a mentor or role model and learn from
them. Be a mentor to someone else.

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

JUNE

WEDNESDAY

16
DAY

PRIORITIES:

THURSDAY

17
DAY

PRIORITIES:

FRIDAY

18
DAY

PRIORITIES:

SATURDAY

19



REFLECTION: *How do I relax and recharge?*

JUNE

3	M	T	W	T	F	S
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	

04

Joy

I finally figured out the only reason to be alive is to enjoy it.

RITA MAE BROWN



WEEKLY GOALS

PERSONAL/ACADEMIC



INTERPERSONAL



SUNDAY

Father's Day

20

MONDAY

21

DAY

PRIORITIES:

TUESDAY

22

DAY

PRIORITIES:

Goals 101. Celebrate your progress toward your goal. Each step completed is a success.

Tug on anything at all and you'll find it connected to everything else in the universe. JOHN MUIR

JUNE

WEDNESDAY

23

DAY

PRIORITIES:

THURSDAY

24

DAY

PRIORITIES:

FRIDAY


25

DAY

PRIORITIES:

SATURDAY

26

 REFLECTION: Do I laugh as much as I could?

You're on your way when you plan your day.

SCHEDULE (Use pencil to allow for possible changes.)

DAY							

NOTES

AFTER ALL YOUR YEARS IN SCHOOL,
YOU'RE BOUND TO KNOW A THING OR TWO.

EXCEPT MAYBE
WHERE TO GO NEXT.



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YOUR WORLD. YOUR CHANCE TO MAKE IT BETTER.

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- ✱ Go to americorps.org and click on the "How to Join" button;
- ✱ Give your user name and e-mail address. Registration is free, secure and involves no commitment;
- ✱ Select "Customized Search" to generate a list of projects that interest you;
- ✱ Apply. It's quick and easy!

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- ✱ Join AmeriCorps***NCCC** (National Civilian Community Corps). These members live on one of five campuses across the country and travel to other communities to serve where there is the greatest need.
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