

Faculty of Community Services

Academic Support & Resource Centre

Planning for Success

The first step in achieving academic success is to plan. In the words of Benjamin Franklin, “by failing to prepare, you are preparing to fail”; put another way, by preparing, you are establishing a foundation for success. Below are some guidelines that successful students follow to ensure they are using their time wisely.

- Begin planning your term **as soon as it begins**. Put all important deadlines and dates into your **day planner** and/or a **term calendar** within the first few weeks of the term, including deadlines and dates for completing readings and assignments, and writing tests.
- For large assignments and tests, **break the work** into smaller goals: For example, give yourself a due date for when you want to have your thesis and first draft ready for an essay.
- Each week, set aside time to study/complete school work/prepare for test. Make a plan for yourself that **prioritizes** your work.
- Use a **weekly planner** to schedule your time on a more micro-level than your term calendar.
- **Don't over-plan!** Be realistic and remember that time to relax is important. If you have a heavy day of class, it might not be realistic to plan to complete a number of readings that evening.
- **Remember:** Not every assignment in every class is going to be your best work. The most important thing is to **submit every assignment** completed to the best of your abilities. Prioritize which assignments warrant the most time. For example, it might not be wise to spend weeks on a reflection worth 2% and a single evening on a paper worth 20%.