

→ **Successful People...** ←
 set goals to achieve
 things they consider
IMPORTANT.

Decide what is **important**

There are many things you can do with your life. What is valuable to you?

examples: family, friends, good grades, finding the right job for you...

Set your **goals**

Now that you know what's important to you write down some goals

examples: I will research three possible careers by February.
 I will narrow the possibilities to one by March.

Chart your **course**

Every week, take a look at your goals. Think about what you can do this week to perhaps bring that goal one step closer to reality.

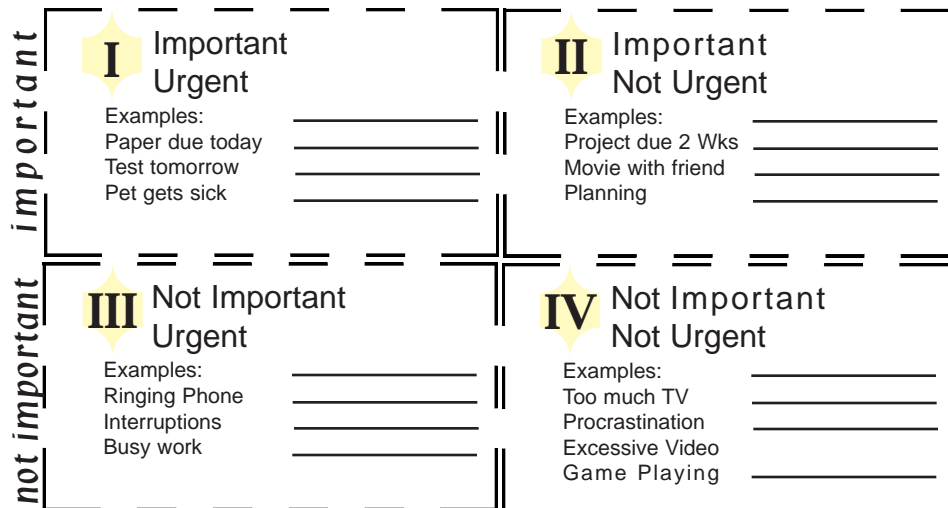
examples: This week I will contact three companies to obtain their bios.
 This week I will go online to request program materials from a university.

Plan your **day**

Today is the day where everything happens -- **Prioritize**

Imagine: You're doing important editing on a research paper that is due tomorrow morning. It is very important to stay focused. The phone rings. The ringing phone is urgent. You answer it, you find out that it is your friend. They don't really want anything, but still you chat for an hour. Now what? You've lost an hour and now it is too late to properly edit your paper. What was urgent overruled a more important matter.

Check out the graphic below. It will help you to figure out which quadrant "things" fit into.



Simplify and then Prioritize:
 Spend time on important things before they become urgent
 Do not be ruled by urgency
 Do important things early.
 Review what work needs to be completed
 Number your tasks in order of importance.

Sample "Priority" Quadrants

<i>important</i>	I Important Urgent	II Important Not Urgent
	1. _____	1. _____
	2. _____	2. _____
	3. _____	3. _____
<i>not important</i>	III Not Important Urgent	IV Not Important Not Urgent
	1. _____	1. _____
	2. _____	2. _____
	3. _____	3. _____

<i>important</i>	I Important Urgent	II Important Not Urgent
	1. _____	1. _____
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<i>not important</i>	III Not Important Urgent	IV Not Important Not Urgent
	1. _____	1. _____
	2. _____	2. _____
	3. _____	3. _____

SAMPLE SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7:00							
7:30							
8:00							
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Before filling out your semester time schedule, mark off the days and hours already committed to work and other obligations such as family, travel time and recreation. Then, note the remaining time available for your classes. Keep in mind the study time and work formulas outlined below when selecting the number of classes you will take.

If you work:	40 hrs/week	30 hrs/week	20 hrs/week	5 to 15 hrs/week
take no more than:	6 units	9 units	12 units	14 to 16 units