

SEMESTER PLAN FOR EFFECTIVE ACADEMIC LIFE

3rd Habit of Highly Effective People

Put First Thing First to become more effective in managing yourself and time.

[Time management = Success & not to manage it = Stress]

“By failing to prepare, you are preparing to fail.” – Benjamin Franklin

“Let our advance worrying become advance thinking and planning.” – Winston Churchill

Dear Advisees,

Please do this activity during first week of each semester to avoid procrastination and develop “focused attention”.

✚ It will help you to become more effective in your academic life. *

Week	Registered Courses for Semester Fall _____ / Spring _____					
Date and Time	Write down the Grading Activities of the registered courses along with due dates/time for effective time management.					
	1 Course code/title	2 Course code/title	3 Course code/title	4 Course code/title	5 Course code/title	6 (if you get approval) Course code/title
1. Date and Time						
2.						
3.						
4.						
5.						
6.						
7.		Example: Midterm Due date & time				
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15. Exams						

* It will help you further if you will write down the courses you intend to take during next semester: (Keep your “Academic” as well as “Life Plans” in your mind)

1. _____ 2. _____ 3. _____ 4. _____ 5. _____