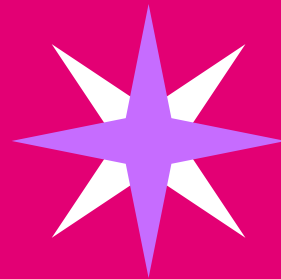# YOUR GUIDE TO SUCCESS

HIGHER EDUCATION
ACADEMICS
CAREER & BEYOND

Welcome to Higher Education!

ACADEMIC & CAREER SUCCESS CHECKLIST OVERVIEW

Billy L. Cypress Scholarship Overview (1)

Section 1: Defining Goals

- I have clear, well-defined goals for the semester. (2)
- I can set short term and long term goals.   (3)

Section 2: In Class Performance

- I faithfully attend class, I sit in the front or center rows & I exchange contact information with another student in case of absence or for a study partner. (4)
- I take copious notes and refer to them often. (5)
- I review my notes as soon as I can after each class (best within 24 hours). (5)
- I preview my notes from the previous class before class begins as a refresher. (5)
- I know my learning style and how to use it to benefit me in class and out. (5)
- Interactive Note Taking Template (6)
- Noting What I've Learned Template (7)
- Cornell Note Taking Template (8)

Section 3: Self Advocacy

- I seek out my instructor or tutor for assistance before it becomes a real problem. (9)
- I utilize and know where to find free tutoring services for additional support and regular maintenance. (9)
- I regularly use the Writing Center for writing assistance in all of my subjects. (9)
- I ask questions of the instructor while I have the expert in front of me. (10)
- I meet with my instructors outside of class to introduce myself and to share interests. (10)
- I ask for course specific tips and sample test questions to know how in depth I need to know the material. (10)
- I read each course syllabus thoroughly and keep it in a handy location to reference often. (10)
- I visit my Academic Advisor on Campus and my Higher Education Academic and Career Advisor regularly to learn about interesting upcoming opportunities or just to chat about my academic and career plans. (11)
- I have built a network of groups and resources on and off campus. (11)
- List of resources (12)

Section 4: Time Management & Planning

- I have a planner and I know how to use it. (13)
- I have developed a time management plan to follow (weekly schedule). (14)
- I have scheduled a minimum of 2 hours of study for every credit hours that I am taking this semester. (14)
- I transfer all my important project due dates into my semester planner. (14)
- Time Management Activity (15)
- I start my projects well in advance of their due dates to allow for proper planning, research, clarification, development time, and revisions. (16)
- I finish my projects early and take them to my instructor for feedback prior to submissions. (16)
- I set up a back up alarm before important obligations to ensure my punctuality. (17)
- I know when to say, "no" to additional outside commitments in order to meet my current commitments. (18)
- I make time each day for stress relieving activities such as exercise, getting together with friends, and team sports. (18)
- Assignment Planner (19)
- Weekly Planner (20)

Section 5: Health & Nutrition

- I allow time for breakfast before heading to class. (19)
- Healthy Grocery or Cafeteria Choices for College (20)
- I try to study during efficient daylight hours and avoid studying late at night. (21)
- I make sure to get between 7-9 hours of sleep each night- NO MATTER WHAT. (21)

References (24)

Billy L. Cypress Scholarship Overview

When submitting the application you will need to complete and send the following documents for eligibility before your first term *(you will only need to refill out a brand new application after this initial time if you switch schools/majors or have completed one program and want to start another)*:

* Complete Billy L. Cypress application
* Copy of HS diploma and HS transcript
* Copy of Acceptance/Enrollment/Welcome letter from Accredited College/ Institution
* Copy of class schedule – students must be on track to complete a minimum of 18 credits for the school year
*Program or major outline/sheet
* Students whose program includes hours instead of credits must remain on track with their program

Needed after each term:
* Copy of most recent unofficial transcripts (showing GPA/grades)
* Copy of next term schedule

To remain in good standing:
* Remain in contact with Higher Ed Advisor
* Abide by chosen institutional/programs requirements *(Trade/Tech/Cont Ed.)*
* Have an average/cumulative 2.5 GPA or higher *(Degree Seeking)*
* Be on track to have a minimum of 18 credits for the year *(Degree Seeking)*

Deadlines for each term for applications (11:59pm online or 5:00pm in person: Eastern Standard Time)**:**
 * Last Friday in June for the Fall semester
 * Last Friday in October for the Winter or Spring semesters
 * Last Friday in March for the Summer Semester
 * 60 days before beginning of chosen program

Probation and Suspension Information for your Records:
* Probation – if a student falls below 2.5 they go on probation for the next term.
* They will have everything covered but will have to remain in stricter contact with Higher Ed Advisor and complete an Coaching Plan.
* They will have one term to bring GPA back up to a 2.5.
* If at the end of the term they go below a 2.5 again they will go on suspension.
* At that point, they will stay in contact with Advisor but must pay their way for the term on their own.

What are some items that are covered by the scholarship?
* Tuition
* Books
* On campus housing
* Required fees/supplies of program

What are some items that are not covered by the scholarship?
* Classes that are dropped after the add/drop period
* Your tuition if you withdrawal from the school/program before it has ended
* Off campus housing
* Meals
* Personal classroom supplies like calculators, rules, pens, paper, highlighters etc.

I have clear, well-defined goals for the semester.

Set S.M.A.R.T. Goals

One of the most important things about setting goals while you're in school is that each one needs to be distinct, achievable, and rewarding in order to keep you moving forward. Before you set any major goals for yourself, try to ensure they meet the following criteria.

Specific – Know exactly what you need to accomplish and what you hope to gain from doing so, whether it's simply finishing a paper, writing a personal statement for an internship or scholarship application or finishing some research for a larger project.

Measurable – Make sure you can easily evaluate whether or not your goal was met and how beneficial it ultimately was to you.

Achievable – Be realistic when setting goals. This can help you avoid missing deadlines and getting behind, as well as giving you a more accurate overview of how much time you have to invest in other tasks throughout the week.

Results-Focused – Have very clear, distinct outcomes for meeting your goals, and hold yourself to them.

Time-Bound – Set a deadline for each goal or, for more complex tasks with multiple steps, establish deadlines for each major stage of the process. *(1)*

SMART GOAL EXAMPLE

By January of 2022, I will have successfully completed my first semester of college with a 3.0 or higher. I will do this by investing 2 hours per week of study/tutoring/coaching per credit hour and making sure my college plan fits with my ten year career plan as I meet with my Higher Ed Academic & Career Advisor.

CREATE 2 SMART GOALS HERE

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

I can set short term and long term goals.

Short Term Goal Planning: A short term goal is anything that can be achieved (usually) withing 3 to 6 months. Make your goal specific, with a deadline and a way to know you have accomplished it. For example, don't say "I want to make more money" but say "By the end of March I will increase my earnings each month by $300." Or instead of saying "I want a Bachelor's" you might say "I want to receive a B or higher in 12 credits this term". Set your short term goals below.

1._____

_____

2._____

_____

3._____

_____

4._____

_____

5._____

_____

Long Term Goal Planning: A long term goal is anything usually taking a year or longer to complete. Sometimes your short term goals are steps toward your long term goals. Long term goals can give you a better sense of direction of where you want your life to go and the type of life you want to live. Many people overestimate what they can do in one year but underestimate what they could do in ten. Let's practice by setting a 1 year, 5 year and 10 year goal here.

My goal for 1 year from today: _____

_____

My goal for 5 years from today: _____

_____

My goal for 10 years from today: _____

_____

I faithfully attend class, I sit in the front or the center rows & I exchange contact information with another student in case of absence or for a study partner.

25%

more likely to receive a 'D' or 'F' when a student sits in the back row of class. *(2)*

WHERE AND HOW OFTEN YOU SIT MATTERS

BRING YOUR 'A' GAME

1. The more often you are in class the higher your grade - expect to drop 5 points on average each missed class for your overall grade

2. Sitting toward the front and center of the room helps you to concentrate and lets the teacher notice who you are. When people know you - they are more willing to help you.

3. Find a student in each class that you can exchange numbers with - text each other if you miss a class so you can be updated quickly.

Write the names of your classmates you will text/call if missed class here:

_____ | _____ | _____ |
_____ | _____ | _____|

4. Write the names of your professors for each class here. Make sure to introduce yourself within the first class or two of the term. Call them by their last name with the title Professor unless told not to.

_____ | _____ | _____ |
_____ | _____ | _____|

I take copious notes and refer to them often. I review my notes as soon as I can after each class (best within 24 hours) and I preview my notes from the previous class before class begins as a refresher. I know my Learning Style and how to use it to benefit me in class and out.

Note Taking System and Breakdown

Every student knows they need to take notes - the system to use, when to use them and how to review them best can be tough to decide. So, here is the breakdown......

1. What is your learning style. Go here --> -->-->-->-->-->-->-->-->-->-->-->-->-->
   http://www.educationplanner.org/students/self-assessments/learning-styles.shtml to take the quiz and write in your learning style here:

_____

2. Find a system of note taking that works best for you (based off personal preference and learning style -your Higher Education Academic and Career Advisor can you help sift through and choose). See the end of this workbook to look at different systems.

3. Always review your notes within 24 hours of taking the class. If the subject is notoriously difficult for you - schedule tutoring sessions within 2 days. Also - highlight and take notes of what you will need to ask the professor/tutor next meeting.

4. Within 20 minutes of class review notes again - if classes are back to back try to review as the professor is setting up.

TIME SINCE CLASS *(3)*	%FORGOTTEN
20 Minutes	47%
1 Day	62%
2 Days	69%
75 Days	75%
78 Days	78%

See templates at end of this section!

Interactive Note Taking Template

Name: _____   Date: _____

Interactive Notetaking Student Template: KWLQ

K	W	L	Q
What I Know	What I Want to Know	What I Learned	Questions I Still Have

(4)

Noting What I've Learned

Name _____ Date _____

Topic _____

| **Draw It!** | **Write It!** |
| Main Ideas, Questions, Key Words | What I've Learned |

	1. _____
	2. _____
	3. _____

	1. _____
	2. _____
	3. _____

	1. _____
	2. _____
	3. _____

	1. _____
	2. _____
	3. _____

Cornell Note-taking Template

Topic of study (or article title & author):

_____

Questions/key words	Notes on information
New vocabulary:	Summary (1-2 sentences):

I seek out my instructor/tutor for assistance before it becomes a real problem. I utilize and know where to find free tutoring services for additional support and regular maintenance. I regularly use the Writing Center for writing assistance in all of my subjects.

Know. Your. People.

Building a team of people around you who can help you succeed is going to be key in making this first semester, your program and the rest of your career one you can be excited and happy about. Use this page to write down the name of each professor, their email and office hours so you can have all the information quick and easy to find in one place. Also - knowing the Writing and Math Centers Labs) and tutoring provided on campus is vital! Don't wait for tutoring until you are overwhelmed, build the relationships and knowledge now and check in every so often so you never feel behind.

Name of Professor: Email / Office Hours

Name of Professor: Email / Office Hours

Name of Professor: Email / Office Hours

Name of Professor: Email / Office Hours

Name of Professor: Email / Office Hours

Subject   Location 4   Contact Info
                           Assistance

I ask questions of the instructor while I have the expert in front of me. I meet with my instructors outside of class to introduce myself and to share interests. I ask for course specific tips and sample test questions to know how in depth I need to know the material. I read each course syllabus thoroughly and keep it in a handy location to reference often.

Your most valuable tool for classes - is the instructor for the course.

The best time to ask a question is in class – with the professor there.

Advocate for your education.

You have the right to ask for clarification – and if the professor can't help at that moment follow up with them after class.

3 "?'s" to Ask Your Professor During Office Hours

"Can you please help me understand this?"

"Why did I get this question wrong?"

"What career options are there in your field?"

There are lots of questions you can ask a college professor—and a college professor will generally love being asked questions. To professors, questions are a sign that a student is paying attention in their class, strives to do well and wants to learn more.

There are certain questions that can really impress a professor, and asking the right questions can help you develop a strong rapport and get more out of the class. Asking good questions can help you stand out among the many students your professor teaches, and this can pay off big time in the form of future research, internships, and job opportunities. *(6)*

Use a Syllabus: The Right Way.

4 TIPS MOST STUDENTS MISS

1. Use a syllabus to prepare life in advance

Syllabi are not meant just to tell you what is going to be due later in the semester. They're given to you (in part) so that you can know in advance how much of your life will be given to a particular class.

Your whole life isn't about school. But you need to know how school fits into it.

2. Use a syllabus to finish projects early

When you have a full semester, it's really helpful if you get some things finished early. You've probably noticed that at the end of the semester, every class piles up

It's pretty simple, really. If you get some things out of the way early in the semester, you can focus more mental energy at those things that can't be moved (like final exams).

3. Record due dates on your own calendar — don't leave them on your syllabus

We see this problem a lot. Too many students do a great job of using their syllabi to get books for the semester, to know a little bit about what to expect for the semester, but then leave all of those important dates on their syllabus. They never make it onto a calendar.

Those dates need to make it to your calendar. I promise it will be helpful to have them there where you can see them coming.

4. Use a syllabus to define your daily task list months in advance

This is probably the area we see the most missed opportunity for students. You don't have to wait until the morning of a school day to figure out what you're going to do.

As soon as you have your due dates recorded, you can define a to-do list for each day. This is going to allow you to know a long way in advance what each day will hold. *(7)*

I visit my Academic Advisor on Campus and my Higher Education Academic and Career Advisor regularly to learn about interesting upcoming opportunities or just to chat about my academic and career plans. I have built a network of groups and resources on and off campus.

You are the 5 people you hang out with the most - choose wisely.

Build Your Network

Find at least one group on campus to be a part of.

Who is your academic advisor on campus?

_____

What is their phone number and email?

_____

List at least 2 times you will meet with them this term: 1 _____ 2. _____

Which groups will you get involved in on campus? _____

List of Resources

## The best websites and apps every higher education student should know about....

- **MINT**: *www.mint.com* | This is a personal finance management website and accompanying app. This will help you to manage any bills, track your spending and even save for the trip with your friends next summer!
- **Grammarly**: *www.grammarly.com* | Writing enhancement platform that can help with your writing real time or for your papers. Download the extension and it will correct your social media posts and emails. You can also upload papers and have them checked in depth.
- **The Skimm:** *www.theskimm.com* | It's time for you to know what is going on in the world. This is a short, simple easy to read daily newsletter to keep you up to ate on what is going on.
- **Google Scholar:** *www.scholar.google.com* | Use credible sources. Your social media news-feed doesn't count for school papers.
- **Roger Hub:** *https://rogerhub.com/final-grade-calculator* |This website will allow you to calculate what you will need to get on a certain exam / paper / homework in order to get the grade you need.
- **Keep Me Out**: *www.keepmeout.com/en* | Addicted to checking a website? Put in the website you want to restrict access to, the set amount of time and boom!
- **Student Rate:** *www.studentrate.com* | Get discounts and giveaways just for being a student.
- **Amazon Student:** *www.amazon.com/primestuden*t | Get all the benefits of Amazon Prime for a fraction of the cost. $6.49 a month or $49 a year. Get free two day shipping, Amazon Prime Video, Amazon Music
- **XMind App:** *www.xmind.net* | Visual learner? This is for you. Xmind App is a great tool for mind mapping and laying out what you need to do/learn in a visually appealing way. You can also use the desktop version as well.
- **EverNote:** *www.evernote.com* | This is the King and Queen of note-taking apps and websites. You can also use it on any type of phone or computer. You can sync to do lists, projects, bookmarks, internet clippings and your grocery list all in one place.
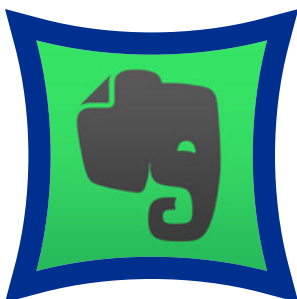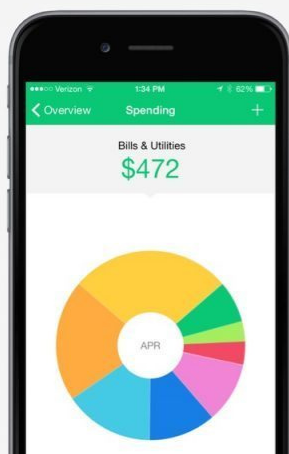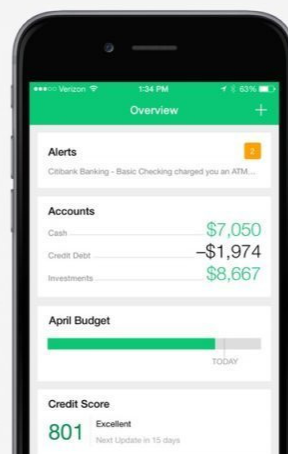
I have a planner and I know how to use it.

Why use a planner?

1. **Organization and Visualization** - Many students are visual and/or kinesthetic learners and just hearing what they have to do is quickly put aside and forgotten. Having a physical planner, ,made for you that you can hold in your hands will help you to see the big picture, visualize your week and use make it happen.
2. **Time Management** - Everyone has the same 168 hours in a week. When you plan them out and give everything, including parties, sleep and social media time a time budget you will feel like you have MORE time not less. Plan for what you want to do, and for what you need to do and watch both happen.
3. **Stress Relief** - When you know what is due and when and aren't spending all your time playing catch up, emailing teachers for extensions worried about deadlines you will feel like a burden has been lifted. This lets you have fun and feel relaxed when it is time to do so.
4**. Sense of Accomplishment**- You want a boost of adrenaline? Try crossing out / checking off your to do list. Talk about a feeling of "Yes!"
5. **Physical Reminders**- This isn't just for school - have a birthday coming up? Planning for a vacation? Need to know when the best time to come down home for a visit is? This is where you can see the reminders of your life, day in and day out.

28%

- **Day Designer for Blue Sky** | Amazon
- **Life Planner** | Search Erin Condren Life Planner

**Plum Paper** | Search Plum Paper Student Planner

-

of incoming freshman stated they felt overwhelmed by everything they had to do for higher education. Setting SMART goals alleviates this feeling and gives freshmen direction. *(8)*

I have developed a time management plan to follow (weekly schedule), I have scheduled a minimum of 2 hours of study for every credit hour that I am taking this semester and I transfer all my important project due dates into my semester planner.

Time Management

The average successful full time college student is in class 12 hours a week and studying an additional 24 hours a week. So budget 36 hours a week for school and related studying / tutoring time each week. This leaves you with 132 hours left in your week. Using the activity on the next page will help us to get an overview of where you currently spend your time.

Using your planner (if you don't have one yet - use the ones attached) write in all the important due dates you will have this term. This can be tests, projects or general deadlines to turn items in. Use your weekly schedule to adjust your week accordingly.
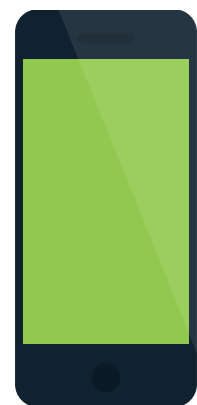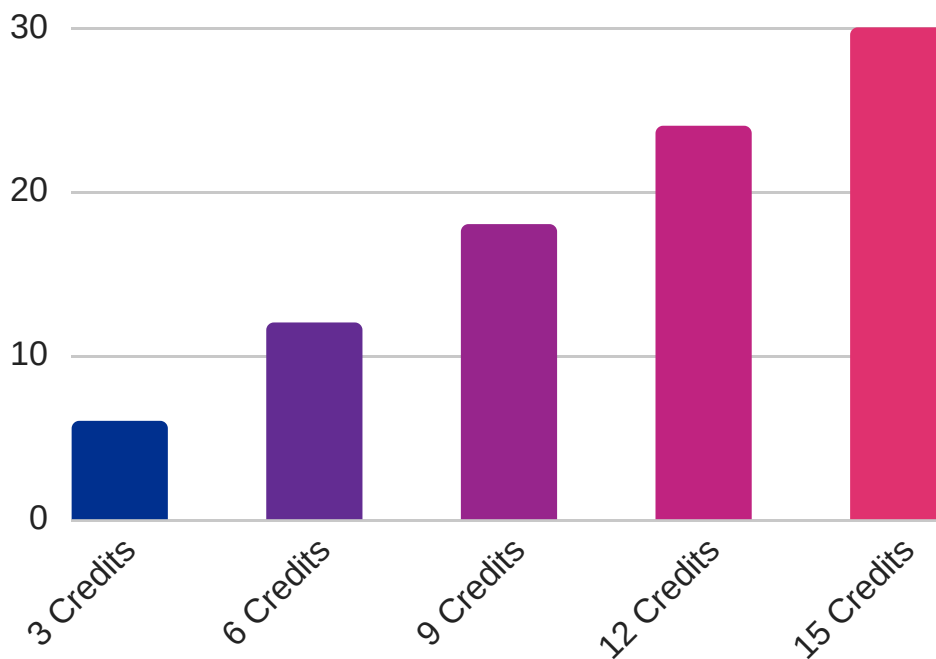
Budget your Social Media Time

Time Management

HOURS/WEEK	ACTIVITY
☐	**Classes:** Hours depend on the course, but most classes are 1.25 hours and meet twice a week (2.5 hrs/wk) and many labs are 2.75 hours and meet once a week (2.75 hrs/wk).
+	
☐	**Study time:** For every hour of class, it is recommended that you spend 2-3 hours studying each week. Multiply your class hours by 2 or 3 to get your study hours/week.
+	
☐	**Work:** Seek a balance between work and school. If you need to work many hours, limit your number of classes. If you want to take more classes, limit your work hours.
+	
☐	**Meals**
+	
☐	**Commute Time:** Add up travel time to and from class, work, and other activities.
+	
☐	**Sleep:** Aim for 7-9 hours per night in order to stay alert and focused throughout the day.
+	
☐	**Exercise:** Try to get at least 2.5 hours of moderate exercise per week for health maintenance and stress reduction.
+	
☐	**Religious Activities/Spirituality/Community Service**
+	
☐	**Family/Friends/Significant Other**
+	
☐	**Housekeeping:** Include activities such as cleaning, cooking, laundry, etc.
+	
☐	**Extracurricular/Leisure:** Include activities such as sports, clubs, fraternities, sororities, relaxation, fun, etc.
+	
☐	**Other:** Account for any other obligations here.
=	
☐	**Total:** This number should be less than 168 (the total number of hours in a week).*

Where will you need to add more time?

Where will you need to subtract more time?

Were you surprised by the results? Why or why not?

I start my projects well in advance of their due dates to allow for proper planning, research, clarification, development time and revisions. I finish my projects early and take them to my instructor for feedback prior to submission.

To do two things as once - is to do neither. - Plubius Syrus

Steps to complete a project without losing your mind. (8)

1. **Don't just have a due date** - have a start date. What you schedule happens.
2. **Plan** - what will you do your project on, when will you complete research, when will you submit for feedback to your instructor? Ideally - you will give your instructor a week to look over for feedback, returning and revising. If your professor can't do it for you - take it to a Writing Lab.
3. **Research and Clarification** - Your librarians can teach you how to locate scholarship articles and show you websites that allow you to sift through the information. Wikipedia will never be a reliable source of information and should never be used to do any sort of school work. If the research you are finding is confusing - set up a time to talk with a tutor in the labs, a professor or fellow classmate. Some websites that are helpful: **https://scholar.google.com/** ; **https://eric.ed.gov/** ; **http://education.iseek.com** .
4. **Allow time and space for development** - find a place where you can get in your "zone" without distraction.This should be a place where you can focus without interruptions and distractions. Research has shown the best pace to be productive is 25 mins of focused work with 5 mins of of down time to be followed by 25 mins of focused work. Go to **http://marinaratimer.com/** to use this awesome online timer.
5. **Revision** - feedback, editing and revision is important. You might think your paper is perfect the first time around, it's not. #trust Plan on having your paper reviewed at least twice before submitting it. The first time by a fellow classmate, the second by the professor or a tutor. Use the feedback to better your project and learn more for next time.
6. **Submit early and relax** - bask in the afterglow. While other students are losing their hair from stress take a nap. #You'veGotThis

URGENCY

IMPORTANCE

High — Urgent **and** important — **1** — **Do it now**

Low — Important **not** Urgent — **2** — **Decide when to do it**

Urgent **not** important — **3** — **Delegate it**

Not Important **not** Urgent — **4** — **Dump it**

Low

(9)

I set up a back up alarm before important obligations to ensure my punctuality.

Top 10 Alarm Apps on iPhone and Android *(11)*

10. Sleep Genius

Average rating: 3.98

Sleep Genius, available for free on Android and iPhone, trains your brain to get healthy sleep by trying different sleep phases. Not only will it help you wake up for work, it'll make sure you're not late again the next day by helping you get to sleep on time.

9. Wake N Shake Alarm Clock

Rating: 4.00

Wake N Shake, available on iPhone for $1.99, is great for super heavy sleepers. To turn the alarm off you have to shake your phone and there isn't a button to lower the volume. You'll hate it when it's happening, but you'll be thankful you woke up on time when your boss is impressed that you weren't late.

8. Morning Routine

Rating: 4.2

Morning Routine, which is free on Android, rings until you physically get out of bed and take a picture of whatever you want. It'll make you generally take a picture of an item's barcode, like cereal or milk. 20 minutes later you'll have to take a picture of another item as well so the app can make sure you have actually gotten up. No cheating by keeping food in your bed!

7. iDigital Big2 Alarm Clock

Rating: 4.2

iDigital Big 2 Alarm Clock is available for free on iTunes and it's great for a variety of reasons. You know that feeling when your alarm goes off and you check your phone and it blinds you? This app will wake you up without shining a bright light directly into your retinas.

6. Puzzle Alarm Clock

Rating: 4.3

Puzzle Alarm Clock, free on Android, is an interesting way to wake up. If you want to make it stop, you just have to solve a simple puzzle. It's a great start to the day that gets your brain working.

5. Sleep As Android

Rating: 4.3

Sleep As Android, available on Android for free or $2 for extra features, cares about your sleeping cycle. This app won't wake you from a deep sleep. Instead, it'll track your sleep during the night and wake you only during a light sleep so you're less cranky. It'll feel like you woke up naturally.

4. Alarm Clock Xtreme

Rating: 4.5

Alarm Clock Xtreme, available on Android, has features like sleep cycle tracking, a built-in timer, and a stopwatch. You'll be much less likely to abuse the snooze button every morning, which is why it ranks on our list of the 10 best alarm clock apps on iPhone and Android for heavy sleepers.

3. I Can't Wake Up

Rating: 4.5

I Can't Wake Up is an annoying app for Android that has two versions – one that's free and one that's $2.99. If you have a hard time waking up, this is the one for you. You'll have to solve a math problem to stop your alarm from ringing and there are options to have extra loud noises as the alarm. The paid version removes annoying ads (after all, watching them could be worse than not waking up at all).

2. Sleep Cycle Alarm Clock

Average Rating: 4.65

Sleep Cycle is one I can speak about from personal experience. It's available for free on both iPhone and Android for one month and then it's $29.29 for the whole year. It's worth it because it tracks your sleep patterns and slowly wakes you up in a way that feels natural. You can look at your sleep cycle on a chart and figure out what factors are affecting your sleep.

1. Alarmy (Sleep If U Can)

Rating: 4.7

The award for the most annoying alarm app is Alarmy, available for free on Android. If you want to use this, you take a picture of a few objects far away from your bed, like the kitchen or the sofa. When the alarm rings in the morning, you have to get up and take a picture of it again to make it stop. You can cheat, but it's not recommended.

I know when to say, "no" to additional outside commitments in order to meet my current commitments. I make time each day for stress relieving activities such as exercise, getting together with friends and team sports.

Boundaries: Learning When to say "No" and "Yes" to take Control of Your Life

SAYING YES TO **HAPPINESS** MEANS LEARNING TO SAY NO TO THINGS AND PEOPLE THAT STRESS YOU OUT.

— THEMA DAVIS

Simple Reminders
SIMPLEREMINDERS.COM

STRESS RELIEF APPS: 1. HEAR AND NOW 2. PACIFICA 3. BREATHE + RELAXATION

Saying "no" when you are over committed and learning to say "yes" to areas of your life that are vital to you is practicing "self care" What are 3 areas of your life looking forward that you can practice saying "no" to?

1. _____

2. _____

3. _____

" You have to decide what your highest priorities are and have the courage - pleasantly, smilingly, nonapologetically - to say 'no' to other things. And the way to do that is by having a bigger 'yes' burning inside."

— STEPHEN COVEY

You have to learn to say no without feeling guilty. Setting boundaries is healthy. You need to learn to respect and take care of yourself.

❀

lessonslearnedinlife.com

Name three things you will do at least once a week to practice self care:

1. _____

2. _____

3. _____

Assignments Due This Week

Week of: _____

Due Date	Assignment	Class	Done
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐
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			☐
			☐
			☐
			☐
			☐
			☐
			☐

Important Events This Term!!!

Class 1	Class 2	Class 3	Class 4	Class 5	Friends/Family	Other

Weekly Planner

Time of Day	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7:00 AM							
7:30 AM							
8:00 AM							
8:30 AM							
9:00 AM							
9:30 AM							
10:00 AM							
10:30 AM							
11:00 AM							
11:30 AM							
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7:00 PM							
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8:00 PM							
8:30 PM							
9:00 PM							
9:30 PM							
10:00 PM							

I allow time for breakfast before heading to class.

College life is crazy hectic. Like most people, college students tend to prefer a few extra minutes of sleep over a balanced breakfast. While you may think you don't need breakfast, you are wrong. Here are some of the most important reasons why eating breakfast as a college student is important:

Improved Memory and Concentration
Students who eat a well-balanced breakfast that is low on sugar before heading to class are shown to have higher levels of memory and concentration throughout the day. Eating a healthy breakfast in the morning can also help to reduce frustration when faced with difficult tasks.

While coffee is an effective pick-me-up early in the morning, it tends to lead to crashes later in the day which makes it much more difficult to focus on the task at hand and keep your mindset positive. Caffeine should never be used as a replacement for a balanced, healthy meal.

Weight Regulation
Eating a healthy, balanced meal in the morning can be helpful in regulating your weight and preventing major fluctuations. When you skip breakfast, chances are you will feel hungry later on and make rash decisions about what to eat. Eating junk food and candy to curb your hunger while you sit in class can lead to weight fluctuations.

Even if you don't have time to eat a full meal, grabbing something healthy on the go - such as fruits, nuts, veggie slices or a bagel - is recommended. Students who do not eat healthy in the morning are less likely to eat healthy later in the day.

Better Grades
Eating a healthy breakfast has been proven to lead to improved cognitive performance, test scores and overall grades in students of all ages. According to a study published in "Archives of Pediatrics and Adolescent Medicine: "Students who increased their participation in the school breakfast program had significantly greater increases in their math grades and significantly greater decreases in the rates of school absence and tardiness than children whose participation remained the same or decreased." This gives ambitious students who want to improve their GPA another reason to eat a healthy breakfast each morning. (12)

Write ideas for a quick and easy breakfast here!

Healthy Grocery or Cafeteria Choices for College

Breakfast

- Egg and vegetable omelet (add meat for an extra protein boost)
- Greek yogurt or cottage cheese with berries or other seasonal fruit
- Oatmeal with apples and cinnamon
- Toast with avocado and/or tomatoes
- English muffin with any nut butter

Lunch/Dinner

- Wheat bread or wrap with deli meat and cheese and tons of veggies
- Brown rice (instant if you have a microwave in your dorm) with beans and whole wheat tortillas and shredded cheese. Add salsa!
- Sweet potatoes with cinnamon, grass fed butter and honey
- Lettuce wrapped burger with a side of fruit or roasted potatoes

Snack
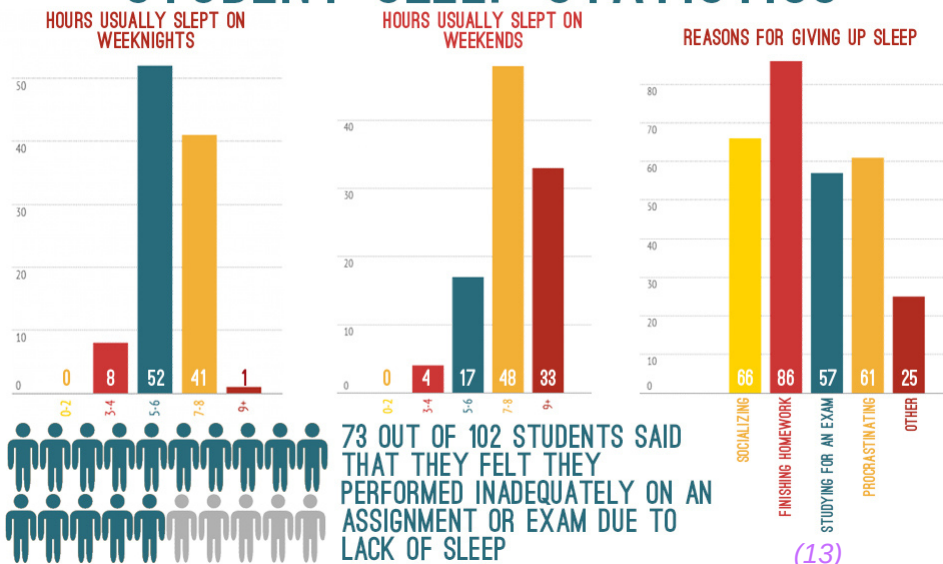
- Hummus and pita
- Salsa and tortilla chips
- Guacamole and blue corn chips
- Baby carrots and nut butters
- Cheese sticks and almonds

Drinks

- Water
- Sparkling water
- Hot tea with honey or agave nectar
- Unsweetened ice teas

I try to study during efficient daylight hours and avoid studying late at night. I make sure to get between 7-9 hours of sleep each night - NO MATTER WHAT.

STUDENT SLEEP STATISTICS

HOURS USUALLY SLEPT ON WEEKNIGHTS

0-2	3-4	5-6	7-8	9+
0	8	52	41	1

HOURS USUALLY SLEPT ON WEEKENDS

0-2	3-4	5-6	7-8	9+
0	4	17	48	33

REASONS FOR GIVING UP SLEEP

SOCIALIZING	FINISHING HOMEWORK	STUDYING FOR AN EXAM	PROCRASTINATING	OTHER
66	86	57	61	25

(13)

73 OUT OF 102 STUDENTS SAID THAT THEY FELT THEY PERFORMED INADEQUATELY ON AN ASSIGNMENT OR EXAM DUE TO LACK OF SLEEP

You are not an exception.

SLEEP.

Effects of
Sleep deprivation   *(14)*

- Irritability
- Cognitive impairment
- Memory lapses or loss
- Impaired moral judgement
- Severe yawning
- Hallucinations
- Symptoms similar to ADHD

- Impaired immune system

- Risk of diabetes Type 2

- Increased heart rate variability
- Risk of heart disease

- Increased reaction time
- Decreased accuracy
- Tremors
- Aches

Other:
- Growth suppression
- Risk of obesity
- Decreased temperature

Sleep.

Sleep helps your memory-

In addition to helping you focus, sleep helps protect and strengthen your memory.

Research shows that sleeping after learning can help with memory retention. It also reduces interference from external events.

People who are sleep-deprived:

-have a harder time receiving information due to the brain's overworked neurons
-may interpret events differently
-tend to have impaired judgement
-lose their ability to access previous information

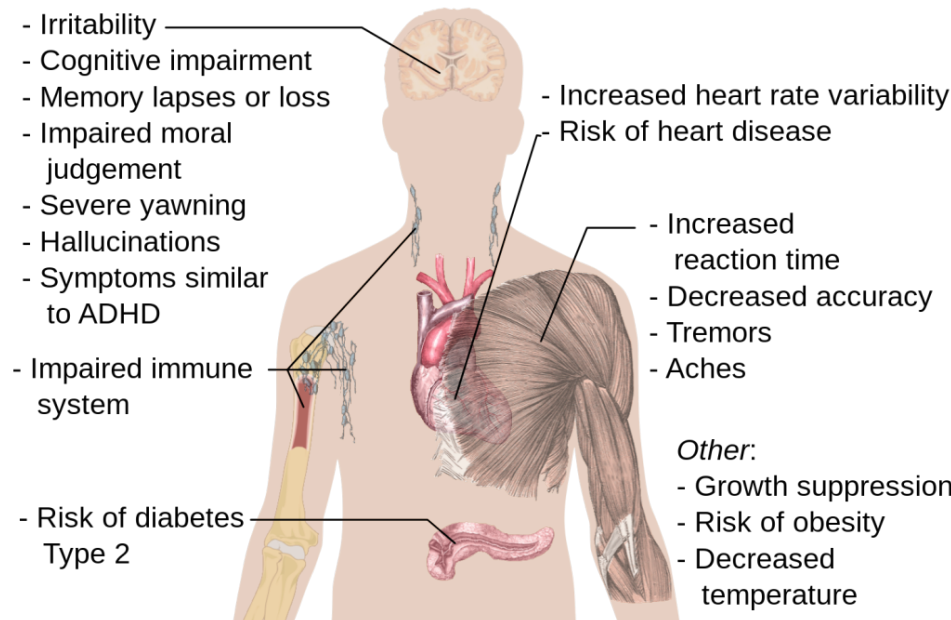It's important to get seven to eight hours of sleep so that you can experience all the sleep stages.

No one stage is responsible for memory and learning. Two stages (rapid eye movement and slow wave sleep) contribute to:

-creative thinking
-procedural memory
-long-term memories
-memory processing

Sleeping is your body's way of STUDYING !
(15)

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