



Goal-Setting

“

”

All our dreams can come true—if we have the courage to pursue them.

~Walt Disney

Academic	
Short-term:	Long-term:
Health & Body	
Short-term:	Long-term:
Personal Life & Relationships	
Short-term:	Long-term:

Recreation	
Short-term:	Long-term:
Service	
Short-term:	Long-term:
Other	
Short-term:	Long-term:

Goal-Setting

“ All our dreams can come true—if we have the courage to pursue them. ”

~Walt Disney

Academic	
Short-term:	Long-term:
<ul style="list-style-type: none"> § Turn in all homework on time § Complete all my reading before class 	<ul style="list-style-type: none"> § Get into XYZ University § Graduate in top quarter of class

Recreation	
Short-term:	Long-term:
<ul style="list-style-type: none"> § Play more tennis § Go to the beach for break § Have more movie nights with friends 	<ul style="list-style-type: none"> § Learn to play the drums § Learn to knit

Health & Body	
Short-term:	Long-term:
<ul style="list-style-type: none"> § Run three times a week for 30 mins. § Eat less junk food § Eat more whole grains 	<ul style="list-style-type: none"> § Run one mile in 6 minutes § Stop drinking all sodas

Service	
Short-term:	Long-term:
<ul style="list-style-type: none"> § Volunteer at the soup kitchen again § Clean out closet and donate to charity 	<ul style="list-style-type: none"> § Complete 200 hours of community service § Donate \$500 to charity

Personal Life & Relationships	
Short-term:	Long-term:
<ul style="list-style-type: none"> § Try a new place for dinner § Make time to have lunch with a close friend each week 	<ul style="list-style-type: none"> § Keep in touch w/ CJ § Build trust with my parents § Make more time for family

Other	
Short-term:	Long-term:
<ul style="list-style-type: none"> § Get an iPhone § Read a book for fun 	<ul style="list-style-type: none"> § Go skydiving § Study abroad § Meet Criss Angel

Teacher Contact Information

Student: _____ Semester: _____

Subject: _____
Teacher: _____
Teacher Phone: _____
Teacher E-mail: _____
Tutorials Time: _____

Subject: _____
Teacher: _____
Teacher Phone: _____
Teacher E-mail: _____
Tutorials Time: _____

Subject: _____
Teacher: _____
Teacher Phone: _____
Teacher E-mail: _____
Tutorials Time: _____

Classmate Contact Information

Student: _____ Semester: _____

Subject: _____	Teacher: _____	Subject: _____	Teacher: _____
Classmate 1: _____		Classmate 1: _____	
Phone: _____	Email: _____	Phone: _____	Email: _____
Classmate 2: _____		Classmate 2: _____	
Phone: _____	Email: _____	Phone: _____	Email: _____
Subject: _____	Teacher: _____	Subject: _____	Teacher: _____
Classmate 1: _____		Classmate 1: _____	
Phone: _____	Email: _____	Phone: _____	Email: _____
Classmate 2: _____		Classmate 2: _____	
Phone: _____	Email: _____	Phone: _____	Email: _____
Subject: _____	Teacher: _____	Subject: _____	Teacher: _____
Classmate 1: _____		Classmate 1: _____	
Phone: _____	Email: _____	Phone: _____	Email: _____
Classmate 2: _____		Classmate 2: _____	
Phone: _____	Email: _____	Phone: _____	Email: _____

Class Details

Class: _____

Teacher's Name: _____

Teacher's E-mail: _____

I like this class:	The Most	5	4	3	2	The Least	1
Class difficulty level:	Hardest Ever	5	4	3	2	Easy as Pie!	1
My grade in this class right now:		A	B	C	D		F

Teacher's Office Hours: _____

Just the Facts:

In this class ...

Do I take notes everyday?

Does the teacher give any handouts?

Do I have homework everyday?

Do I get my tests and quizzes back?

Do I have any special assignments in this class (e.g., Labs, Vocab, Journals)?

Are there any extra credit opportunities that I can take advantage of?

What is the policy for late work (and excused absences) in this class?

Master Binder Plan

Do I want to have one big binder or should I have several smaller ones?
CONSIDER: Can I go to my locker between classes? Can I carry a backpack to class? Do I often forget things at school?

Do I want to organize my papers from newest to oldest or from oldest to newest?

Binder Breakdown:

Class: _____
Section 1: _____
Section 2: _____
Section 3: _____
Section 4: _____
Section 5: _____

Class: _____
Section 1: _____
Section 2: _____
Section 3: _____
Section 4: _____
Section 5: _____

Class: _____
Section 1: _____
Section 2: _____
Section 3: _____
Section 4: _____
Section 5: _____

Class: _____
Section 1: _____
Section 2: _____
Section 3: _____
Section 4: _____
Section 5: _____

Class: _____
Section 1: _____
Section 2: _____
Section 3: _____
Section 4: _____
Section 5: _____

Class: _____
Section 1: _____
Section 2: _____
Section 3: _____
Section 4: _____
Section 5: _____

Class: _____
Section 1: _____
Section 2: _____
Section 3: _____
Section 4: _____
Section 5: _____

Class: _____
Section 1: _____
Section 2: _____
Section 3: _____
Section 4: _____
Section 5: _____



Supplies List

Quantity

Item

Quantity

Item

Before School Begins

- _____ Backpack
- _____ Agenda/Planner
- _____ Calculator
- _____ Hole Puncher
- _____ Stapler
- _____ Notebook Paper
- _____ Printer Paper
- _____ Vision Board

When School Begins

- _____ Large Binders
- _____ Small Binders
- _____ Dividers
- _____ Pens
- _____ Pencils
- _____ Highlighters
- _____ Sticky Notes
- _____ Permanent Markers
- _____ Paper Clips
- _____ Binder Clips

Special Supplies

- _____ Colored Pencils
- _____ Reinforcements
- _____ Rubber Bands
- _____ Index Cards
- _____ Compass
- _____ Erasers
- _____ Dry Erase Markers
- _____ Graph Paper
- _____ Protractor
- _____ Tape
- _____ Push Pins

Maintenance Is Easy!

1. Put your NAME, DATE, and TITLE on everything
2. Keep plenty of extra paper
3. Put papers up RIGHT AWAY
4. Use reinforcements when pages rip
5. Save ALL old tests, quizzes, and review sheets
6. Write all assignments down in planner when assigned
7. Write "NONE" in planner for classes in which you have no homework
8. Write all time obligations in planner
9. For any test/project, break up the work over many days (write it down)
10. Cross off assignments in planner as you complete them

WHY IT'S SO IMPORTANT:

- Keeping your binder organized is the best way ...
 - o ... to give your teacher and parents the impression that you are on top of things.
 - o ... to get points on binder checks.
 - o ... to guarantee yourself more time studying AND having fun, and less time running around at the last minute to get things you forgot or lost from school or friends.
 - o ... to be able to help friends when they forget something and in return, they will do you favors when you really need help because you were absent from school or did not understand something in class.
 - o ... to make finals simple by already having everything in order (e.g., formula sheets, old homework, and "review cards").



Time-Management

In the modern world in which we live, juggling many tasks at one time is a crucial part of being successful. Staying on top of these tasks is becoming increasingly more challenging. However, with some simple time-management, tackling your work does not need to be difficult! In fact, it's an opportunity to shine.

- **KNOW YOURSELF:** Many students claim that they are “just forgetful.” While it may be true that some people are less inclined to remember every detail, a planner can make up for that. If you write everything down, there is never an excuse to forget because you are not required to “remember,” just to do what you wrote down.

Using Your Planner

1. Write down each subject you have every day.
2. Write homework down immediately when it is assigned.
3. Be specific (e.g., page #, assigned problems, etc.)
4. If you don't have homework in a subject, write “NONE,” so that you know you did not forget anything.
5. Plan ahead and break up assignments into small, manageable chunks.
6. Cross out items as you complete them.
7. Make a routine and be consistent!
8. Write down other time commitments in your agenda.

Types of Homework

- Homework teachers assign (e.g., math worksheet, science project, history test).
- Homework you assign yourself (e.g., read over tomorrow's lesson in math book, begin research on science project, study chapter 5 of history)

Self-Assignment Practice Agenda

THURS- ENGLISH VOCAB QUIZ	
MON	
M- p. 245 Evens; Study Ch. 7 (sec. 8-13)	M- Test tomorrow; Ch. 8 (sec. 13-15); Final Review
S - NONE	S- NONE
E - Book Ch. 4-10 by Friday; Read Ch. 4-7	E- Read Ch. 8-10
Sp - w/s 6-8	Sp- NONE
H - Read Ch. 7: 5-11 by Thurs; Read Ch. 7 (sec. 8-13)	H- NONE
TUES	FRI- MATH TEST Ch. 7 (sec. 8-13); Ch. 8
MON	
M- p. 252 #1-10, 12, 17; Study Ch. 8 (sec. 1-6)	M-
S- w/s 12-5	S-
E- NONE; Study for Quiz on Thursday	E-
Sp- w/s 6-9	Sp-
H- Read Ch. 7 (sec. 10-11)	H-
WED	SAT
MON	
M- p. 256 Evens; Study Ch. 8 (sec. 7-12)	M- Science Test next Thurs - Study Ch. 4 over weekend
S- NONE	S- NONE
E- Vocab Quiz Tomorrow; Study Vocab	E- Begin Brainstorming for Research Paper. Science Fair Project
Sp- w/s 5-11	Sp-
H- Read Ch. 7 (sec. 12-13)	H-
SUN	SUN

The Pre-Resume Demo

Activity	Dates	Description	Supervisor/Contact Info
Romeo and Juliet (MHS) Lady Montague	Spring 2008	<ul style="list-style-type: none"> Daily Rehearsals for 2 months 10 Night and 4 Matinee Performances 	James Smith (713)555-5555 Memorial High School
National Honor Society	Spring 2005- Spring 2008	Maintained >3.0 GPA with exemplary conduct	Sarah Jones (713)555-4444 Memorial High School
Perfect Attendance Award	2005-2006	No Absences and fewer than three tardies for entire school year	Memorial High School
Candy Striper	Summer 2008	<ul style="list-style-type: none"> Visited Patients at Hospital Read books to Children in PICU 	Deborah Rieley (281)555-1111 St. Luke's Hospital

The Pre-Resume

Activity	Dates	Description	Supervisor/Contact Info