Reflection Paper and Weekly Schedule- Instructions

In order to reach your goals, it is helpful to increase your self-awareness by identifying the behaviors that are currently working for you and those that need to be modified. Reflecting on past experiences is one of the best ways to help you identify what experiences you have had in the past, how they have impacted you in the present, and how they will impact you in the future. Please write no more than a one page reflection answering the following questions:

Due September 4 - Why did you decide to enroll in this course and what do you hope to accomplish?

Due September 11 - List the current practices you employ to manage your study time and learn material in your other classes (i.e. use a planner to keep track of assignments, read text and take notes, work with instructors during office hours, create review sheet, etc.)?
  - Referring to the above list, are these current methods working?
  - Why are they working?
  - Why aren’t they working?

Due September 25 - Did you reach all your goals for the week?
  - If no, what are the factors preventing you from being successful (i.e. procrastination, motivation, etc.)?
  - If yes, what factors help contribute to your success?

Due October 9 - Based on how you spent your time, how well did you follow your time plan (please provide specific examples/references to your weekly schedule)?
  - Looking at your weekly schedule, what is one area that you can improve on? Why?
  - On the other hand, where do you think you were most efficient or spent your time most wisely?

Due October 23 - What are some stressors that you experience this past week (don’t forget you can include both eustress and distress related stressors).
  - How did these stressors affect your performance this week? In what ways did you attempt to reduce those stressors?
  - How did managing your time (or lack thereof) impact the amount of stress that you experienced this week?
  - Now that you are thinking about your plan for the upcoming week, what are some stress relievers that you can insert in your plan for next week to manage any foreseeable stress?

Due December 5 Final Reflection and Weekly Schedule

Your last reflection (and I know you are going to miss these). Over the past 14 weeks, you have been introduced to time management skills and goal setting tips. Many of you will have exams that you will need to prepare for. As we have discussed throughout the semester, planning ahead and proper preparation can help you actually learn the material by committing it to long-term memory, improve your performance, and reduce stress and test anxiety.
In addition to completing a weekly planner specific for finals please respond to the prompts below in a reflection paper.

1. Reflection answering the following questions:
   a. Did I reach my goals for the semester? Why or why not?
   b. What obstacles did I face this semester?
      i. How did I overcome/give-in to these obstacles?
      ii. In the future, I will overcome these obstacles by…
      iii. What obstacles might I face next semester and what can I do so they will not hinder my performance?

Submission: Since finals start shortly and we are all prone to procrastination, it is a good idea to start preparing for them now. For this reason, you will create your plan and submit it in the Carmen DropBox by 11:59pm on December 5, 2014 (or you can submit it earlier).

**Weekly Schedule Planner**

Include your NAME, START DATE, AND END DATE of the planner

Make your plan on Sunday but start the plan from Sunday to the following Saturday.

In the Weekly Goals tab type a list of all of the tasks/activities you have coming up for the week. Include in this: specific studying areas / assignments, exam preparation, social events, etc.

In the ABC column, assign a priority for each item with the following system:
A - immediate consequences if tasks is not completed
B - very important to complete, but consequences may not be immediate
C - would be nice, but not truly important at this time

In the Day to be Completed column, indicate the day(s) in which you will complete this task

In each Daily Planner tab, add both your CLASS schedule and your WORK schedule to the schedule columns on the left
Take the weekly tasks and add them to the list of daily tasks for the day in which they are assigned for completion
In each Daily Planner, in the schedule area, type when you will be completing these assignments throughout the day, and what you'll specifically do (i.e. "Study Chapter 2 of Math 1148", NOT "Study Math"

This task should be done starting Sunday, September 14 and continue each week until the end of the semester.

**Weekly start date:** September 14, 21, 28 October 12, 19, 26 November 9, 16 December 7

**Due dates:** September 18, September 25, October 2 October 16 October 30 November 13 November 20 and December 5