

BEEDIE SUCCESS PROGRAM WORKSHEETS

Instructions for your confidential one-on-one Academic Success Planning Appointment:

How do I prepare for an appointment?

You are expected to complete the following worksheets to prepare for your appointment.

You will be required to send your worksheets to your SFU Beedie Success advisor that you book with 24 hours prior to your appointment. If you have not completed these worksheets prior to the meeting, you will be asked to re-book your appointment.

This Document Includes Three Fillable Worksheets

1. Beedie Success Program Worksheet

This form asks you to reflect on your strengths and areas of improvement. The information you indicate here will guide the discussion and allow your SFU Beedie Success advisor to suggest resources and study tips tailored to the areas you wish to improve upon in the coming term.

2. Where does Your Time Go? Worksheet

This worksheet will help understand how much time you are allocating to your commitments in the upcoming term, **not** the current term. Please fill in the number of hours you are planning to spend on each activity.

3. Scheduling Grid Worksheet

The scheduling grid is a planning tool to help visualize your schedule for the upcoming term, **not** the current term. Please plot in all your commitments including courses you are planning to take, commute time, anticipated screen time and any commitments outside of school.

STUDY TIP

For every 1 unit of coursework you are enrolled, you should be spending 2 – 3 hours studying outside of class time. This means if you are enrolled in 10 units, you should be spending 20-30 hours outside of class time studying. This does **NOT** include time spent in lectures, tutorials, or labs.

1 x **2 - 3**
UNIT HOURS PER WEEK

Beedie Success Planning Worksheet

Part 1: Student Information

Name: _____
 Student ID#: _____
 SFU Email: _____

Date: _____
 Advisor Name: _____
 Advisor E-mail: _____

Part 2: Study Skills Assessment

From the list below, indicate 2 study skills which are your strengths and 2 study skills that you would like to improve.

Study Skills	Strengths or Areas of Improvement?	Resources & Strategies
Motivation – how much emotional energy do you have while doing academic tasks?		
Concentration – how frequently are you distracted by (i.e. social media) while completing academic tasks?		
Using Academic Resources – how aware and willing to use academic resources that can assist you? (e.g. Student Learning Commons, Bus. Writing Mentors)		
Time Management – how well do you manage your time so that you are academically productive?		
Reading Comprehension – how well you understand what you read and identify important information?		
Note-Taking – how well do you identify important information while you are listening?		
Review and Consolidating textbook and class notes – how often & well do you combine your notes?		
Self-Testing & Test Strategies – how well do you test yourself and prepare for a test?		
Test Performance – how well do you manage your anxiety and timewhile taking a test?		
Well-being – are you taking care of yourself physically, emotionally and mentally?		

Part 3: Past, Current, and Future Terms

Previous Terms: *What has been your biggest obstacle(s) to being successful? Where have you been successful in the past?*

Current Term: *Are you doing anything differently from previous terms? What are your goals for this term? What are your challenges this term?*

Future Term(s): *What courses will you be taking in the coming term? What are your goals for the coming term and what are you willing to commit to and do differently to achieve your goals?*

“Where Does Your Time Go?”



- Number of hours of sleep each night _____ x 7 = _____
- Number of hours spent grooming each day (bathing, getting dressed, doing your hair, etc.) _____ x 7 = _____
- Number of hours for meals/snacks, including preparation/clean-up time _____ x 7 = _____
- Number of hours per day using the computer for fun or watching TV..... _____ x 7 = _____
- Number of hours per day using the phone or tablet for non-school use..... _____ x 7 = _____
- Travel time to and from campus _____ x _____ = _____
- Number of hours in class per week _____
- Number of hours of work per week including travel _____
- Number of hours per week for regular activities (meetings, volunteering, sports/fitness, church, etc..) _____
- Number of hours per week of errands (shopping, appointments, banking, etc) _____
- Number of hours per week with friends, social parties, going out, etc _____

Total hours of activities = _____

Total hours in a week = 168.0

minus total hours of activities - _____

Total hours available for study =

Original source unknown. Adapted by the Student Learning Commons, Simon Fraser University, 2006.

Name: _____

Upcoming Term: _____

Date: _____

Please complete the blank schedule below with your class schedule, study time, extra-curricular activities, and other obligations for the upcoming term. Your weekly schedule should reflect the hours you have included on the "Where Does Your Time Go" worksheet. ***Please ensure all spaces are filled with an activity.***

Please see the following page for a sample weekly schedule.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:30-7:20							
7:30-8:20							
8:30-9:20							
9:30-10:20							
10:30-11:20							
11:30-12:20							
12:30-13:20							
13:30-14:20							
14:30-15:20							
15:30-16:20							
16:30-17:20							
17:30-18:20							
18:30-19:20							
19:30-20:20							
20:30-21:20							
21:30-22:20							
22:30-23:20							

**Study Formula: 1 hour of class time = 2-3 hours of study time outside of class.

Sample Schedule

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:30-7:20							
7:30-8:20							
8:30-9:20			ECON 103 LEC-BBY		ECON 103 LEC-BBY		
9:30-10:20							
10:30-11:20		ENGL 115W LEC-SRY	BUS 237 LEC-BBY	ECON 103 TUT-BBY			
11:30-12:20							
12:30-13:20		ENGL 115W TUT-SRY		BUS 207 LEC-BBY			
13:30-14:20			BUS 237 TUT-BBY				
14:30-15:20							
15:30-16:20							
16:30-17:20							
17:30-18:20							
18:30-19:20							
19:30-20:20							
20:30-21:20							
21:30-22:20							
22:30-23:20							

13 hours of class time = 26-39 hours of study time (31.5 in this schedule)

Class ■

Break/Meal Times ■

Travel ■

Work ■

Study ■

Free Time ■

Getting Ready ■

Sleep ■

Extra-Curricular (clubs, sports etc.) ■