

The Scholar's Planner Agenda

~I would like to be a scholar in whatever I do, a scholar is never finished, he is always seeking, and I am always seeking.
Ahmad Jamal.

Start of the Term/Semester

- Review Course Syllabus.
- Check university academic planner add important dates to your planner.
 - Last day to add or drop a course.
 - Last day to withdraw from a course.
 - Any holidays where the university will be closed.
- Set up meetings with Advisor, Program Director, Thesis/Capstone/Dissertation Chair to review academic plans, degree completion plans, & degree completion projects.
- Develop an academic support group for emotional, mental, and academic support.
- Sync Calendar & Study schedule w/your cohort or academic support group.
- Identify scholarship/grant/assistantship/TA/Research opportunities.
- Review your Degree Completion Plans & Graduation Application if you are in the process of graduating in the next 30 days.

Daily

- Review course dashboard daily.
- Go through your Personal & Academic inboxes and address urgent emails.
- Create perspective folders within your email inboxes (Sometimes, this can take a couple of hours). To keep your inbox organized.
- Update & synchronize academic paper & electronic planners with personal planners (this will give you a bird's eye view of your month so

you can have the flexibility to adjust your schedule as needed).

- Add course assignments, daily tasks, appointments & to-dos to planners.
- Identify or refine your course research/thesis & dissertation topics; schedule a specific time during the day to research & write

Weekly

- Check off completed projects, & to-do items from the previous weeks
- Move all items not completed from the current week to the next in your eCalendars & paper planner. Do this weekly until the end of your term/semester.
- Add significant projects and research assignments to all planners & eCalendars
- Add group assignments and group meetings to planners & eCalendars
- Clean out laptop/desktop & paper files.
- Upload all articles and courses assignments to backup systems such as Mendeley, OneDrive, Excel, flash drive, and a travel external hard drive.

Monthly

- Create a new list of goals for the month.
- Create a new list of self-care tasks for the month.
- Identify 1-2 days a week for rest/mental health and are destined to complete the items on your self-care list.
- Create personal deadlines and goals for each course and term
- Update course projects for the month.

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- Plan a planner/accountability/ visionary/goal setting get-together with your academic support/cohort group.
- Schedule next month's academic appointment & or events.
- Prep eCalendars and paper planners for next month and new courses that will begin in the new month.
- Update Career Management Plan & Professional/membership networking opportunities list