

BUILDING FLEXIBILITY INTO YOUR STUDY PLANS

Use these questions to help you think through solutions when an unexpected situation arises or when you fall behind in your coursework and you have to reprioritize your to-do list.

- ✓ What tasks matter the most to me?
- ✓ If I only get one thing done today, what would it be?
- ✓ Are there any hard deadlines I need to meet this week?
- ✓ Are there any soft deadlines I can push until next week?
- ✓ Is there anything on my calendar (meetings, appointments, etc.) that I can reschedule to free up time?
- ✓ What optional activities or events can I skip this week?
- ✓ What distractions can I limit?
- ✓ Where can I get extra help on this assignment?
- ✓ What are the consequences of turning this assignment in late or asking for an extension?
- ✓ Can my program advisor or other program support staff provide assistance?
- ✓ Is there anyone else (friend, roommate, partner) who can hold me accountable to getting this done?
- ✓ Are there tasks in my life I can delegate to someone else?
- ✓ What's the value in getting this task done?
- ✓ Does getting this task done affect other people besides myself?
- ✓ What will I have to say no to in order to get this task done?
- ✓ What's the risk if I don't do this task at all?
- ✓ Is this task the best use of my time right now?