

# Wellness Tip | January 2026

## Plan with Clarity, Not Stress

*A new semester brings many demands. Simple planning habits can reduce stress and support steady progress.*

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### Three Simple Planning Skills

#### Semester Planning (30–45 min)

Identify a small number of priorities for the semester.

Focus on outcomes, not every detail.

Ask: *What truly needs to be done by the end of the term?*

#### Weekly Planning (15 min)

Set one fixed time each week to plan.

Choose a few achievable priorities for the week ahead.

#### Put Tasks on the Calendar


Plans work best when tasks are scheduled.


Use realistic time blocks and leave buffer time.

**(A one-page planning checklist with practical steps is attached for those who would like a simple starting point)**

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### Planning Traps to Avoid

 **Holding everything in your head:** Mental rehearsal increases stress. Write plans on paper or in a digital tool.

 **Fear of not finishing everything:** A plan is a guide, not a contract. Adjusting plans is part of effective work.

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### Why Planning Helps

- ✓ Reduces decision fatigue
  - ✓ Protects focused work time
  - ✓ Makes progress visible
  - ✓ Supports productivity with less stress
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### Execute Plans Together

Follow-through is easier with others:

- Study or homework teams
- Writing or accountability groups
- Regular check-ins with colleagues

*Shared goals reduce isolation and improve consistency.*

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**Small, realistic plans make the semester feel more manageable and sustainable.**

# Planning Skills: One-Page Checklists

## Semester Planning Checklist

- Identify 3–5 key objectives for the semester
- Confirm objectives describe outcomes, not tasks
- Break each objective into 2–4 broad milestones
- Assign milestones to approximate weeks or time windows
- Identify weeks with heavy fixed commitments
- Decide what support or accountability structures you will use
- Save the plan in a visible, easy-to-access place

## Weekly Planning Checklist (15–20 minutes)

- Review the upcoming week's calendar
- Block classes, meetings, deadlines, and personal commitments
- Write down all tasks needing attention
- Select a small number of weekly priorities
- Check alignment with semester milestones
- Schedule priority tasks into the calendar
- Leave buffer time between tasks
- Decide what to delay, delegate, or drop

## 20-Minute Weekly Reset

- Minutes 0–5: Review calendar and fixed commitments
- Minutes 5–10: Write down all open tasks and concerns
- Minutes 10–15: Choose a few realistic priorities
- Minutes 15–20: Schedule priorities and adjust scope

## Reminders

- A plan is a guide, not a contract
- Fewer priorities increase completion
- Progress matters more than perfection
- Adjust plans as circumstances change