



UNIVERSITY OF  
NORTHERN COLORADO

HSS Student Success  
Resource Center

**SPRING 2025  
WEEKLY PLANNER  
& MASTER SYLLABUS**

GOAL SETTING WORKSHEET

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# WELCOME TO UNC!



**Hey Bears! Welcome to the spring 2025 semester. We are so glad to have you in our community and back on campus!**

This **digital planner** has been designed to support your success at UNC. It will help you plan and work toward your goals and also keep track of your busy college schedule and personal life. This file **can be printed or downloaded** for use on your personal computer, whichever you prefer.

## SPRING 2025 COURSE INFORMATION

Use this page to document your advisor(s) and your professors' contact information and their office hours for easy access.

## SPRING 2025 SEMESTER AT A GLANCE

We have added important dates and events to remember throughout the semester. You can complete the rest of the page with your exam dates, assignment and project deadlines, and personal events.

## CREATE A MASTER SYLLABUS

You can use the weekly planner in a variety of ways, including as a master syllabus. At the start of the semester, gather your syllabi from each course and transfer all of your assignments, projects, papers, and exam dates to this weekly planner. If you prefer being extra detail-oriented, you can add your weekly readings, too. When all of your due dates are combined, you can anticipate your busy weeks and plan ahead. Likewise, you can identify your lighter weeks and schedule in some fun and relaxation. Taking the time to get organized at the start of the semester will benefit you now and later! The planner can also be a great tool for tracking healthy habits, maintaining awareness of important university deadlines, and creating relevant to-do lists for your courses.

## MONTHLY REFLECTIONS

At the end of every month, take a few minutes to reflect on the experiences you've had, the things you are looking forward to next month, and the steps you are taking toward your goals. At the end of the semester, you can review your entries and set new goals for the following semester!

*The Student Success Resource Center (SSRC) is available to provide support and we hope this digital planner helps you reach your academic goals. Click below to schedule an appointment with one of our Success Coaches to discuss tips on setting goals, getting yourself organized, etc.*

## SCHEDULE AN APPOINTMENT WITH A SUCCESS COACH

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# SPRING 2025 COURSE INFORMATION

Major Advisor Name \_\_\_\_\_ Advisor Email \_\_\_\_\_

Office Location \_\_\_\_\_ Office Hours \_\_\_\_\_

*To complete this information, find the syllabus your instructor(s) provided for each of your classes.*

*Use that information to fill in the days/time and location of the course, along with instructor name and email.*

**TIP: Maintaining good communication with your professors will be crucial throughout your college career.**



Course Name

Day(s) & Time(s)

Location

Instructor(s)

Office Location

Email

Course Name

Day(s) & Time(s)

Location

Instructor(s)

Office Location

Email

Course Name

Day(s) & Time(s)

Location

Instructor(s)

Office Location

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Course Name

Day(s) & Time(s)

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Office Location

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Course Name

Day(s) & Time(s)

Location

Instructor(s)

Office Location

Email

Course Name

Day(s) & Time(s)

Location

Instructor(s)

Office Location

Email

# SPRING 2025 SEMESTER

Developing a plan for your goals will increase your ability to meet your goals - See the Goal Setting Worksheet at the back of this planner to help make this happen.

## JANUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## FEBRUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

## ACADEMIC EVENT REMINDERS:

- NEW YEARS DAY** - Mon, Jan 1 (holiday-campus closed)
- SPRING CLASSES BEGIN** - Mon, Jan 13
- ADD DEADLINE** - Fri, Jan 17
- MLK DAY** - Mon, Jan 20 (holiday-campus closed)
- DROP DEADLINE** - Mon, Jan 27
- GRADE REPLACEMENT DEADLINE** - Mon, Jan 27
- GRADUATION FAIR**- Feb 19-20
- SPRING BREAK** - Mar 15 - 23
- SUMMER-FALL REGISTRATION** - Mon, Apr 7
- COURSE WITHDRAWAL DEADLINE** - Fri, May 2
- FINAL EXAM WEEK** - May 5 - 9
- COMMENCEMENT CEREMONY** - Sat, May 10
- RESIDENCE HALLS CLOSE 10 AM** - Sat, May 10

## MARCH

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## APRIL

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## GOALS FOR YOUR SEMESTER:

## MAY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



# WEEKLY PLANNER

**WEEK 1 - DATES:** Monday, January 13 - Friday, January 17

<b>M</b> <sup>AM</sup>	<b>PM</b>
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<b>T</b> <sup>AM</sup>	<b>PM</b>
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<b>W</b> <sup>AM</sup>	<b>PM</b>
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<b>T</b> <sup>AM</sup>	<b>PM</b>
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<b>S</b> <sup>AM</sup>	<b>PM</b>
<b>S</b> <sup>AM</sup>	<b>PM</b>



*Drinking water will be vital to maintain your good health in our dry Colorado air. Track other healthy habits of your own in the blocks below.*

## HABIT TRACKER:

Water:

_____
_____
_____

## TO-DOs or NOTES:

**DEADLINE TO ADD CLASSES** - Fri, January 17

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_____
_____
_____
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_____

*Use the start of a new semester to get organized & make new connections with fellow Bears.*

# WEEKLY PLANNER

**WEEK 2 - DATES:** Monday, January 20 - Friday, January 24

<b>M</b> <sup>AM</sup>	<b>PM</b>
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<b>T</b> <sup>AM</sup>	<b>PM</b>
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<b>W</b> <sup>AM</sup>	<b>PM</b>
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<b>T</b> <sup>AM</sup>	<b>PM</b>
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<b>F</b> <sup>AM</sup>	<b>PM</b>
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<b>S</b> <sup>AM</sup>	<b>PM</b>
<b>S</b> <sup>AM</sup>	<b>PM</b>

*Check out the UNC Bucket List at the end of this planner to explore some of our amazing resources, make new friends on campus, and get involved with the UNC campus life.*



*New suggestions for habit tracking:  
journaling, exercising, healthy eating, or getting  
a full eight hours of sleep every night.*

## HABIT TRACKER:

Water:

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## TO-DOs or NOTES:

**MLK HOLIDAY** - Mon, Jan 20 campus closed

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GOAL SETTING WORKSHEET

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# WEEKLY PLANNER

**WEEK 3 - DATES:** Monday, January 27 - Friday, January 31

<b>M</b> <sup>AM</sup>	<b>PM</b>
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<b>T</b> <sup>AM</sup>	<b>PM</b>
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<b>W</b> <sup>AM</sup>	<b>PM</b>
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<b>T</b> <sup>AM</sup>	<b>PM</b>
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<b>F</b> <sup>AM</sup>	<b>PM</b>
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<b>S</b> <sup>AM</sup>	<b>PM</b>
<b>S</b> <sup>AM</sup>	<b>PM</b>



*You can use a habit tracker for anything. Come up with your own ideas of new healthy habits that you'd like to build for yourself.*

## HABIT TRACKER:

Water:

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## TO-DOs or NOTES:

**DROP DEADLINE** - Mon, Jan 27

**GRADE REPLACEMENT APP DEADLINE** - Mon, Jan 27

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*Designate time each week to empower yourself by creating a weekly to-do list.  
"We need to do a better job of putting ourselves higher on our own 'to do' list" - Michelle Obama*

# WEEKLY PLANNER

**WEEK 4 - DATES:** Monday, February 3 - Friday, February 7

<b>M</b> <sup>AM</sup>	<b>PM</b>
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<b>T</b> <sup>AM</sup>	<b>PM</b>
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<b>W</b> <sup>AM</sup>	<b>PM</b>
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<b>T</b> <sup>AM</sup>	<b>PM</b>
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<b>F</b> <sup>AM</sup>	<b>PM</b>
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<b>S</b> <sup>AM</sup>	<b>PM</b>
<b>S</b> <sup>AM</sup>	<b>PM</b>

*Think about the many simple ways you can let people know you care. You will never know how that positive feedback can help sustain them through difficult moments.*



*Ask yourself what purpose a bad habit is serving.  
Habit tracking suggestions: budgeting,  
hobbies, keeping your living spaces clean.*

## HABIT TRACKER:

Water:

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## TO-DOs or NOTES:

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# WEEKLY PLANNER

**WEEK 5 - DATES:** Monday, February 10 - Friday, February 14

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	<b>T</b>	<b>AM</b>	<b>PM</b>
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	<b>W</b>	<b>AM</b>	<b>PM</b>
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	<b>T</b>	<b>AM</b>	<b>PM</b>
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	<b>F</b>	<b>AM</b>	<b>PM</b>
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	<b>S</b>	<b>AM</b>	<b>PM</b>
	<b>S</b>	<b>AM</b>	<b>PM</b>



*Habit tracking fosters accountability and can change your life moving forward!*

## HABIT TRACKER:

Water:

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## TO-DOs or NOTES:

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*UNC has so much to offer! Do ONE thing this week that your future self will thank you for.*

# WEEKLY PLANNER

**WEEK 6 - DATES:** Monday, February 17 - Friday, February 21

<b>M</b>	<b>AM</b>	<b>PM</b>
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<b>T</b>	<b>AM</b>	<b>PM</b>
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<b>W</b>	<b>AM</b>	<b>PM</b>
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<b>T</b>	<b>AM</b>	<b>PM</b>
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<b>F</b>	<b>AM</b>	<b>PM</b>
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<b>S</b> /	<b>AM</b>	<b>PM</b>
<b>S</b>	<b>AM</b>	<b>PM</b>



*Habit tracking suggestion:  
try a new food or vegetable at the dining hall or  
spend more time outdoors.*

## HABIT TRACKER:

Water:

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## TO-DOs or NOTES:

**GRADUATION FAIR** - Feb 19-20

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*Set aside time this week to answer a big question: what is valuable to you and why?  
"Education is the most powerful weapon you can use to change the world." – B.B. King*

# WEEKLY PLANNER

**WEEK 7 - DATES:** Monday, February 24 - Friday, February 28

<b>M</b>	<b>AM</b>	<b>PM</b>
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<b>W</b>	<b>AM</b>	<b>PM</b>
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<b>T</b>	<b>AM</b>	<b>PM</b>
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<b>F</b>	<b>AM</b>	<b>PM</b>
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<b>S</b>	<b>AM</b>	<b>PM</b>
<b>S</b>	<b>AM</b>	<b>PM</b>

*“It’s the job that’s never started that takes the longest to finish” —  
J.R.R. Tolkien in The Fellowship of the Ring*



*Repetition can be especially rewarding when you’re recording your success in keeping up with good habits.*

## HABIT TRACKER:

Water:

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## TO-DOs or NOTES:

**SUMMER AND FALL REGISTRATION**

**OPENS APRIL 7TH - MAKE AN**

**APPOINTMENT WITH YOUR MAJOR**

**ADVISOR NOW!**

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WK 15

WK 16

# WEEKLY PLANNER

**WEEK 8 - DATES:** Monday, March 3 - Friday, March 7

<b>M</b>	<b>AM</b>	<b>PM</b>
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<b>T</b>	<b>AM</b>	<b>PM</b>
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<b>W</b>	<b>AM</b>	<b>PM</b>
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<b>T</b>	<b>AM</b>	<b>PM</b>
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<b>F</b>	<b>AM</b>	<b>PM</b>
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<b>S</b>	<b>AM</b>	<b>PM</b>



*Habit tracking suggestion:  
Listen to music daily or call a favorite family member back home to catch up.*

## HABIT TRACKER:

Water:

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## TO-DOs or NOTES:

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*Schedule an appointment with a Student Success Coach for some goal accountability:*

**BOOK AN APPOINTMENT TODAY!**

GOAL SETTING WORKSHEET

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# WEEKLY PLANNER

**WEEK 9 - DATES:** Monday, March 10 - Friday, March 14

<b>M</b> <sup>AM</sup>	<b>PM</b>
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<b>T</b> <sup>AM</sup>	<b>PM</b>
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<b>W</b> <sup>AM</sup>	<b>PM</b>
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<b>T</b> <sup>AM</sup>	<b>PM</b>
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<b>F</b> <sup>AM</sup>	<b>PM</b>
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<b>S</b> <sup>AM</sup>	<b>PM</b>
<b>S</b> <sup>AM</sup>	<b>PM</b>

*Write down THREE things that went well this week and TWO things that could have gone better (and what you learned from them).*



*Choose a habit you care about doing more regularly. Don't worry about whether others think it's important - you are important!*

### HABIT TRACKER:

Water:

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### TO-DOs or NOTES:

**SPRING BREAK** - Mar 17 - 21 ENJOY!

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GOAL SETTING WORKSHEET

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# WEEKLY PLANNER

**WEEK 10 - DATES:** Monday, March 24 - Friday, March 28

<b>M</b> <sup>AM</sup>	<b>PM</b>
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<b>T</b> <sup>AM</sup>	<b>PM</b>
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<b>W</b> <sup>AM</sup>	<b>PM</b>
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<b>T</b> <sup>AM</sup>	<b>PM</b>
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<b>F</b> <sup>AM</sup>	<b>PM</b>
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<b>S</b> <sup>AM</sup>	<b>PM</b>
<b>S</b> <sup>AM</sup>	<b>PM</b>



*Habit tracking suggestion:  
Get an early start to your day. You will find you  
have more time in your day to get things done.*

## HABIT TRACKER:

Water:

_____
_____
_____

## TO-DOs or NOTES:

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_____
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_____
_____
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_____

*Make a list of the tasks you have been putting off.  
This week, cross off everything on that list!*

# WEEKLY PLANNER

**WEEK 11 - DATES:** Monday, March 31 - Friday, April 4

<b>M</b>	<b>AM</b>	<b>PM</b>
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<b>T</b>	<b>AM</b>	<b>PM</b>
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<b>W</b>	<b>AM</b>	<b>PM</b>
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<b>T</b>	<b>AM</b>	<b>PM</b>
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<b>F</b>	<b>AM</b>	<b>PM</b>
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<b>S</b>	<b>AM</b>	<b>PM</b>
<b>S</b>	<b>AM</b>	<b>PM</b>

*Take time this week to clean and organize your room and study space.  
A clean work area can help you focus on your projects and be more productive.*



*How are you doing with your habit tracker?  
Research shows that people who use a tracker are  
more likely to succeed with their goals.*

### HABIT TRACKER:

Water:

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### TO-DOs or NOTES:

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GOAL SETTING WORKSHEET

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# WEEKLY PLANNER

**WEEK 12 - DATES:** Monday, April 7 - Friday, April 11

<b>M</b>	<b>AM</b>	<b>PM</b>
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<b>T</b>	<b>AM</b>	<b>PM</b>
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<b>W</b>	<b>AM</b>	<b>PM</b>
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<b>T</b>	<b>AM</b>	<b>PM</b>
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<b>F</b>	<b>AM</b>	<b>PM</b>
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<b>S</b>	<b>AM</b>	<b>PM</b>
<b>S</b>	<b>AM</b>	<b>PM</b>



*Habit tracking suggestion:  
schedule regular study times in your day.*

## HABIT TRACKER:

Water:

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## TO-DOs or NOTES:

**REGISTRATION BEGINS** - Mon, Apr 7

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*"We must use our lives to make the world a better place to live, not just to acquire things.  
That is what we are put on the earth for." – Dolores Huerta*



# WEEKLY PLANNER

**WEEK 13 - DATES:** Monday, April 14 - Friday, April 18

<b>M</b> <sup>AM</sup>	<b>PM</b>
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<b>T</b> <sup>AM</sup>	<b>PM</b>
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<b>W</b> <sup>AM</sup>	<b>PM</b>
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<b>S</b> <sup>AM</sup>	<b>PM</b>
<b>S</b> <sup>AM</sup>	<b>PM</b>



*Habit tracking helps you focus on your goals and the process rather than the result.*

## HABIT TRACKER:

Water:

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## TO-DOs or NOTES:

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*Take time to write down THREE things you're proud of this week.  
If you haven't done so already, visit our coaches for some great finals study tips.*

# WEEKLY PLANNER

**WEEK 14 - DATES:** Monday, April 21 - Friday, April 25

<b>M</b> <sup>AM</sup>	<sup>PM</sup>
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<b>T</b> <sup>AM</sup>	<sup>PM</sup>
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<b>W</b> <sup>AM</sup>	<sup>PM</sup>
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*Habit tracking suggestion:  
Try something grounding like yoga,  
meditation or deep breathing exercises.*

## HABIT TRACKER:

Water:

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## TO-DOs or NOTES:

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*Check out this video for study tips to prepare for your final exams:*  
**GIVE YOURSELF AN ADVANTAGE ON YOUR FINALS!**

# WEEKLY PLANNER

**WEEK 15 - DATES:** Monday, April 28 - Friday, May 2

	<b>M</b>	<b>AM</b>	<b>PM</b>
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	<b>T</b>	<b>AM</b>	<b>PM</b>
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	<b>W</b>	<b>AM</b>	<b>PM</b>
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	<b>T</b>	<b>AM</b>	<b>PM</b>
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	<b>S</b>	<b>AM</b>	<b>PM</b>

*Finals can be stressful - remember to integrate self-care and wellness throughout your study plans. Use your habit tracker this week to make that happen.*



*Stack new habits by connecting them with ones you already do daily. (e.g. enjoy your daily coffee during a morning walk around campus before class).*

## HABIT TRACKER:

Water:

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## TO-DOs or NOTES:

**COURSE WITHDRAWAL DEADLINE** - May 2

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# WEEKLY PLANNER

**WEEK 16 - DATES:** Monday, May 5 - Friday, May 9

<b>M</b> <sup>AM</sup>	<b>PM</b>
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<b>T</b> <sup>AM</sup>	<b>PM</b>
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<b>W</b> <sup>AM</sup>	<b>PM</b>
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<b>T</b> <sup>AM</sup>	<b>PM</b>
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<b>F</b> <sup>AM</sup>	<b>PM</b>
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<b>S</b> <sup>AM</sup>	<b>PM</b>
<b>S</b> <sup>AM</sup>	<b>PM</b>

*Do well on your finals and have a great summer break - think of some new goals for next semester and keep in touch with your new UNC friends while you are gone.*



*You've made it to the end of the semester!  
Reflect on all the healthy  
habits you've worked toward!*

## HABIT TRACKER:

Water:

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## TO-DOs or NOTES:

**FINALS WEEK!** - *We're rooting for you!*

**UNDERGRADUATE COMMENCEMENT** - May 10

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GOAL SETTING WORKSHEET

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# BEARS SELF-CARE BUCKET LIST

Nothing is more important to us than your success! UNC believes in providing strong academic, career, wellness, and cultural support for every Bear. We invite you to explore all of our programs and services available to help you reach your highest potential and make the most out of your experience at UNC.

[HSS Digital Planner](#) - Your first self-care step each semester should be to download this handy tool to help you be successful

[Bear Pantry](#) - Every UNC student is able to visit the pantry once per week and choose up to 10 items at no cost

[Campus Calendar](#) - Where you can find out about all the amazing student events going on around campus

[Campus Recreation](#) - Our facility provides many services and activities that support your health and wellness

[Campus Safety Tips](#) - UNC is committed to providing the safest possible living and learning environment for our students

[Center for Career Readiness](#) - We are your career connection, all the way from developing your resume to finding employment

[Clubs & Organizations](#) - Get involved, develop new relationships on campus by joining a club that engages your interests

[Counseling Center](#) - Our team provides a safe place for you to talk about issues or concerns that are important to you

[Cultural & Resource Centers](#) - We provide safe places and resources to all who identify with a specific population on our diverse campus

[Disability Resource Center](#) - Disability is a valued aspect of diversity and we provide access to services as a matter of equity

[Handshake](#) - This is UNC's job posting platform to help you discover professional opportunities on and off campus

[Math Study Center](#) - We offer free drop-in learning assistance to students enrolled in math classes at UNC

[Office of Equity & Inclusion](#) - We provide support to you by advocating for equity and inclusion throughout campus life

[Outdoor Pursuits](#) - Rent gear from our extensive collections for free or find opportunities for outdoor education or experiences

[Student Health Center](#) - All UNC students are eligible to use this on-site medical clinic while enrolled at UNC

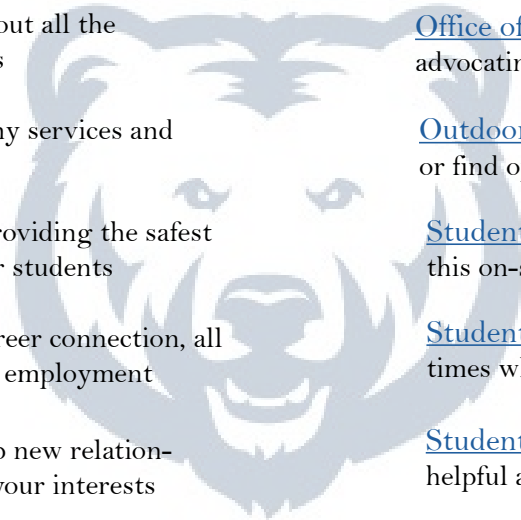
[Student Outreach & Support](#) - We assist students during difficult times which may include illness, injury, or personal/family crisis

[Student Success Center Advising](#) - Find caring support and helpful advice from a success coach to meet your goals

[Tutoring Center](#) - Build on your skills and knowledge with free individual or group tutoring sessions on many subjects

[Universal Scholarship](#) - Our application process opens on Nov 1st, apply quickly to see if you qualify for any funds

[Writing Center](#) - Strengthen and demystify the writing process and learn how to use styles and academic citations



# BEARS SUCCESS GOAL WORKSHEET

Crafting a success goal allows you to set concrete actions in five steps to accomplish big things! When creating your success goal, be concise and clear in your language. Your Success Coach can work with you to design your goals with the following questions. Contact your success coach at [HSS.StudentSuccess@unco.edu](mailto:HSS.StudentSuccess@unco.edu) or Call 970-351-3140 for questions, resources, and support.

## THE BIG PICTURE GOAL

Write down the goal you have in mind. What do YOU want? *Ex. Graduation from UNC!*

## 1 GET SMALL

What action steps should be your primary focus to reach your big picture? *Ex. maintain good grades and register for the correct courses.*

## 2 GET OPTIONS

Some is not a number. How will you track your progress towards your goal? *Ex. check DegreeWorks before and after registration, meet with my advisor, attend classes regularly.*

## 3 GET REAL

Break your options into doable chunks. Be real and honest: what will you DO to achieve your goal? *Ex. meet with my advisor TWICE per semester; visit the Writing Center 3 days before every paper; attend a tutoring session once a week, attend classes.*

## 4 GET FOCUSED

Why are you setting this goal? How will the options help you achieve your big picture? *Ex. Meeting regularly with my advisor and using my resources on campus will help me stay focused and on track for graduation.*

## 5 GET DEADLINES

Soon is not a time. What's the deadline and is it realistic? WHEN will you complete each action step to reach your big picture? *Ex. meet with my advisor by next week, mark in my planner the days to visit the Writing Center, schedule tutoring sessions on Wednesday afternoons.*

## ADDITIONAL NOTES

What else could you have done? How does the thought of meeting your big picture goal make you feel?