

My GRAD WORKBOOK

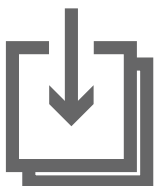
This workbook accompanies Grad and is designed to be used in combination with it. This workbook is your personal tool and we hope that it is useful to you. The workbook has the following features:



This icon indicates the page numbers in Grad to which an activity refers. Please read the corresponding text before attempting the activity.

•• *Reflection* •••••

• This activity offers an opportunity to look inside yourself to understand yourself in your new context better.



This icon indicates that the tool can be downloaded as a template for you to print to use and to re-use.



THE ROAD TO VARSITY

SELECTING MY COURSE

What are my interests?

What are my aptitudes?

How can I earn a living?

Possible careers:

Relevant courses:



APPLYING FOR FINANCE CHECKLIST

- Know the application deadline.
- Find out early how applications are to be made (e.g. online/by post).
- Make a checklist of all the documents I require, and make very sure that I submit every single one.
- Double check the application form and the documentation required before submitting it. Look at every detail, e.g. did I write the course code correctly?
- Make copies of all the documents I submit in case of emergencies.
- Make sure I pay the application fee for the university/college within the specified period.
- Check my application status regularly.



Where do I dream my studies will take me?

A picture or a few sentences that remind me of my goal:

Now that you have thought about where you have come from and where you would like to go, use the tool below to expand on your goal.



MY GOAL

To reach my goal, I will do these three things:

1.

2.

3.

“QUOTE THAT
INSPIRES ME TO STAY MOTIVATED”



Two things that will help me stick to my goals:

1.

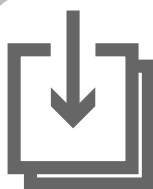
2.

I will know I have reached my goal when:

1.

2.

3.



Download a single page printable version of this tool at: <http://myvsp.co.za/GRAD.html>



THE DOUBLE-EDGED SWORD OF FREEDOM

Reflection



What lessons can I learn from the student quotes on page 9?

Why am I at university and what is my goal?

Am I willing to give whatever it takes to attain that goal?



MANAGING TIME 1

- LIFE IN GENERAL

How do I currently spend my time?

Complete a detailed diary for one week, writing down exactly how you spend every minute of your day.

Remember to include everything!

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

2

Consider the list against Covey's matrix. (See page 11.)

3

Put the important, urgent tasks in Quadrant A, followed by the important, but less urgent, ones in Quadrant B.

	URGENT	NOT URGENT
IMPORTANT	A	B
NOT IMPORTANT		

4

Try to delete tasks that fall into the bottom quadrants.

5 Now make a to-do list for today, using the matrix as a guide.

To do: Today

6 Make another one for this week.

To do: This week

7 Start at the top of your list, and do the first task.

Putting it all together

Take everything that you have thought about your time and plan out a schedule for your week. While doing this, remember to schedule in time for focus, physical, play, connection, down and sleep time. You can use different colours to help distinguish between the types of activity.

My schedule

	Monday	Tuesday	Wednesday
06:00			
07:00			
08:00			
09:00			
10:00			
11:00			
12:00			
13:00			
14:00			
15:00			
16:00			
17:00			
18:00			
19:00			
20:00			
21:00			
22:00			
23:00			

Reflection



What expenses on my list are wants (things that I want, but don't need to survive)?

Where can I cut expenses?

Saving towards a goal

What do I want to save up for?

How much does it cost?

How many months do I have to save?

How much must I save per month?

My savings plan:

My budget planner

Now that you have analysed all your expenses, draw up a budget.

Budget planner

MONTHLY INCOME		
	Budget	Actual
My income (e.g. bursary)		
Other funding		
Extra income (e.g. casual work, allowance)		
Total income (A)		

MONTHLY EXPENSES		
Fixed expenses	Budget	Actual
Rent		
Water		
Electricity		
Cell phone		
Bank costs		
Tuition		



MANAGING INFORMATION

What are my strengths and weaknesses with regards to managing information? Rate each of the following skills as a strength or weakness of yours.

Reflection



LISTENING

Strength #

Weakness #

How can I improve this skill?

Lined writing area for reflection on listening skills.

UNDERSTAND

Strength #

Weakness #

How can I improve this skill?

READING

Lined writing area for reflection on reading skills.

Strength #

Weakness #

How can I improve this skill?

SPEAKING



Strength #

Weakness #

How can I improve this skill?

WRITING

Strength #

Weakness #

How can I improve this skill?

NOTE TAKING



MANAGING TIME 2 – EFFECTIVE STUDYING

My monthly study planner

Using the tips that you have read, complete the monthly planner.

Monday	Tuesday	Wednesday
	1	2
7	8	9
14	15	16
21	22	23
28	29	30



More monthly planners like this one
are available for download from:
<http://myvsp.co.za/GRAD.html>

MAY 2018

Thursday	Friday	Saturday	Sunday
3	4	5	6
10	11	12	13
17	18	19	20
24	25	26	27
31			

What can I rename or relabel my feeling as?

Who can I talk to about what I am feeling?

Are there others around me who I see are feeling the same?

What are the underlying assumptions that make me feel the way I feel?

How would someone else see this problem?



THE ABCDE OF RESILIENCE

An easy tool for shifting those overwhelming feelings

Next time you feel hopeless and helpless, use the following tool.

A	ACTIVATING EVENT	
B	BELIEF	
C	CONSEQUENCE	
D	DISPUTE	
E	ENERGISE	



REVISIT YOUR GOALS

Did you make and write down a goal earlier in the year?

Take another look at it now.



My goal was: _____

Have I achieved my goal? _____

Three things that I am grateful for: (What have I learnt?)

Three things that I want to try: (Changes I would consider working on)

Barriers: (What might get in the way of these changes?)

One hard lesson learnt:

Three things to help me stay committed: (What do I know about myself that will help me to stay committed to my goal?)



PROCESS GOALS

OVERALL GOAL:

Life Domain **1**

Sub-goal 1:

Sub-goal 2:

Life Domain **2**

Sub-goal 1:

Sub-goal 2:

Life Domain **3**

Sub-goal 1:

Sub-goal 2:

Habit process goal 1:

Habit process goal 2:

Habit process goal 1:

Habit process goal 2:

Habit process goal 1:

Habit process goal 2:

Habit process goal 1:

Habit process goal 2:

Habit process goal 1:

Habit process goal 2:

Habit process goal 1:

Habit process goal 2:



CONSIDER YOUR FRIENDS

Reflection



Reflect on your friendships.

What are my goals?

Horizontal lines for writing goals.

What are my friends' goals?

Horizontal lines for writing friends' goals.

What are my values?

Horizontal lines for writing values.

What are my friends' values?

Horizontal lines for writing friends' values.

What are my priorities?

Horizontal lines for writing priorities.

What are my friends' priorities?

Horizontal lines for writing friends' priorities.



MANAGING STRESS

Reflection



Do I feel stressed?

- *What are my symptoms? Can I use them in positive ways?*

- *What can I do to alleviate the negative symptoms and reduce stress?*

- *What are my unrealistic expectations for myself?*

- *A list of people with whom I tend to compare myself and performance with*

- *What are the outside pressures that I face?*

Now that you understand yourself a little better, draw up an action plan that sets goals that bring you to more realistic expectations.

My realistic expectation:

My action plan:

- *Different possibilities for achieving my goal:*

- *My positive self-statements:*
