



Access
UCC

STUDENT GUIDE

2023/24



UCC

University College Cork, Ireland
Coláiste na hOllscoile Corcaigh



INTRODUCTION:

If you are serious about increasing your productivity and achieving your goals – this guide is for you.

The guide will encourage you to reject perfectionism and work with you to identify a planning system that works for you!

This guide will help you identify and breakdown your long-term goals into priorities with an action plan.

By connection with our values and passions we understand our motivations. This helps us succeed at getting things done. The guide will put you on track to achieving your goals.

Using this guide, you will:

- Practice gratitude
- Identify your passions and values
- Incorporate affirmation techniques
- Identify and breakdown your long-term goals
- Stay motivated
- Reflect and review your approach to planning

CONTENTS:

This guide has 9 sections.

You should take your time and work through each section in order. This means you need to commit time to your planning system. Clear some space, get some snacks – let your planning journey begin!

1: My motivations

2: My vision board

3: My goals

4: My priorities

5: My action plan

6: Key dates

7: My monthly guide

8: My monthly reflections

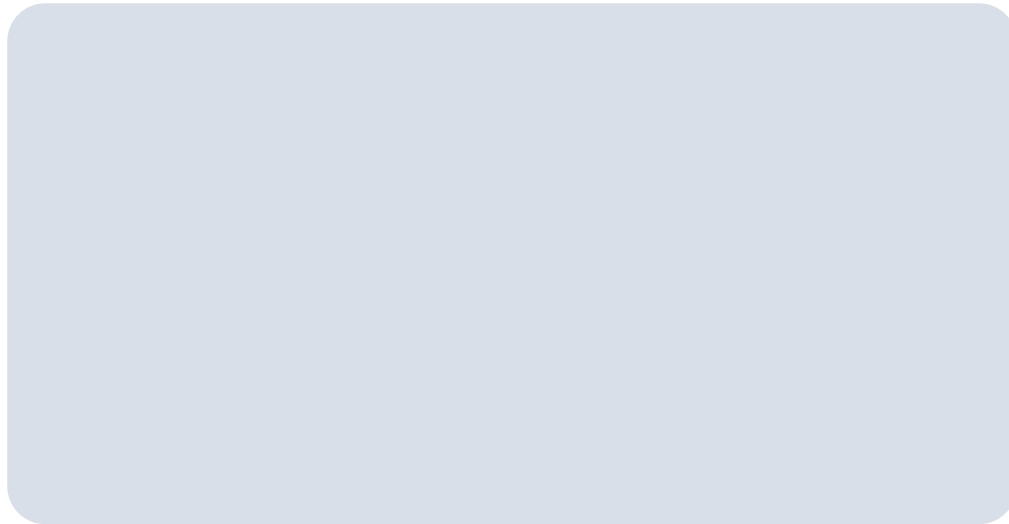
9: My weekly guide



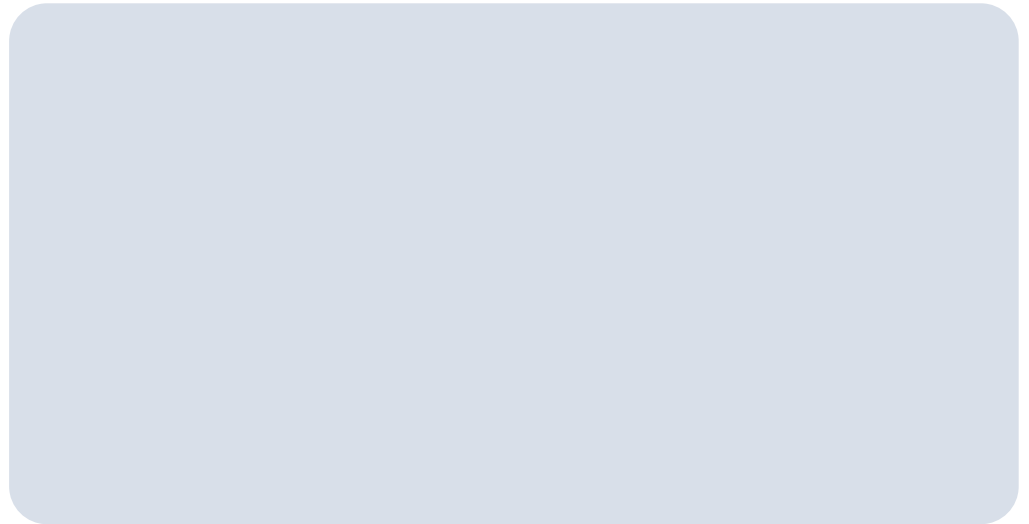
There is a detailed guide section at the end of the document. It is recommended you read this thoroughly before starting.

MY MOTIVATIONS

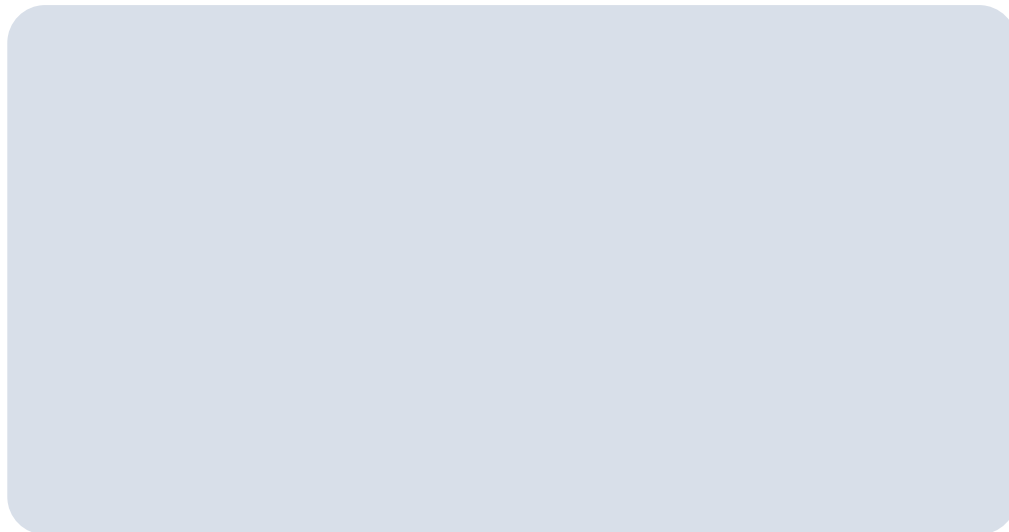
My Values...



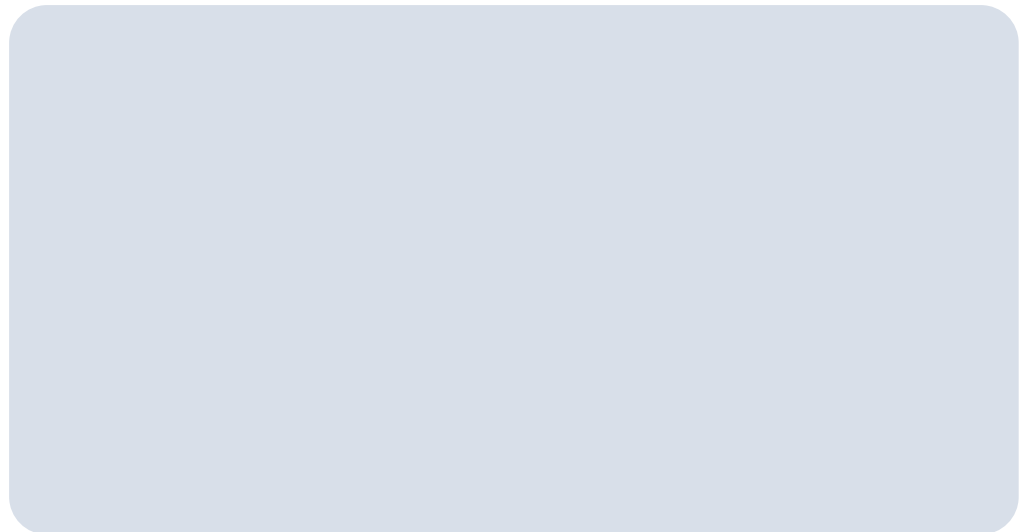
My Affirmations...



I am passionate about...



I am grateful for...

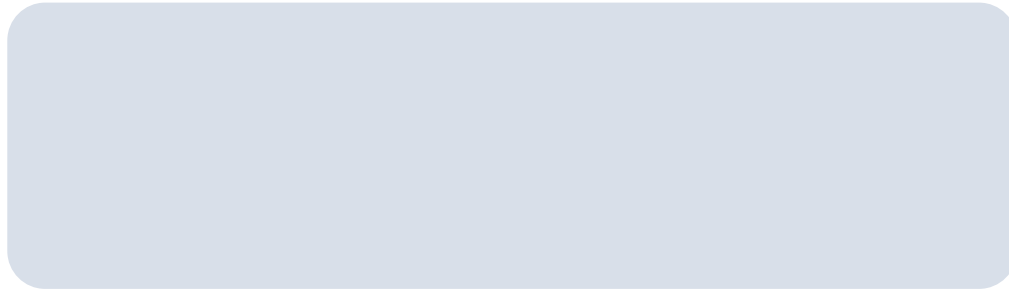


MY VISION BOARD

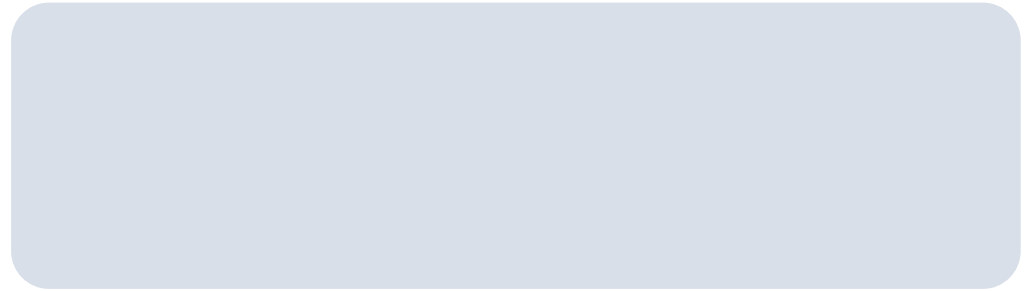
You can create your vision board on Onedrive and save the link here

MY YEARLY GOALS

Health Goals



Personal Development Goals



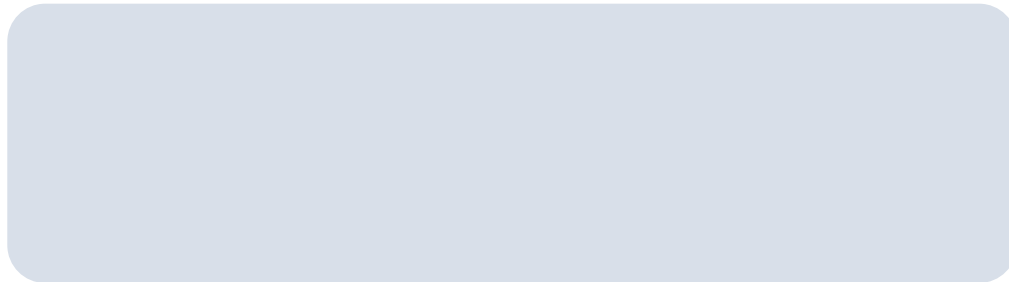
College Goals



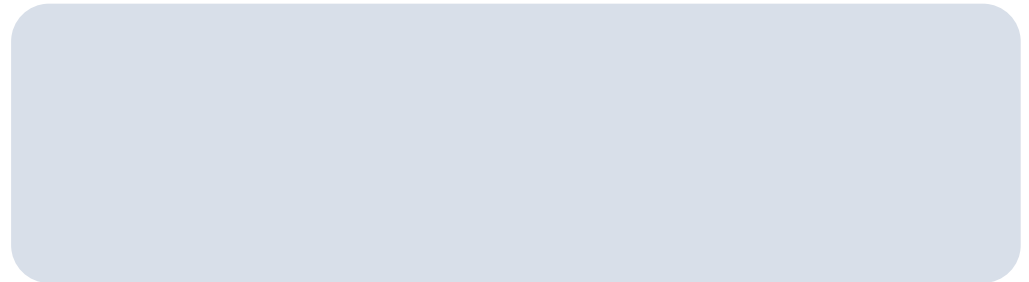
Leisure/Fun Goals



Family & Friends Goals



Extra Goals



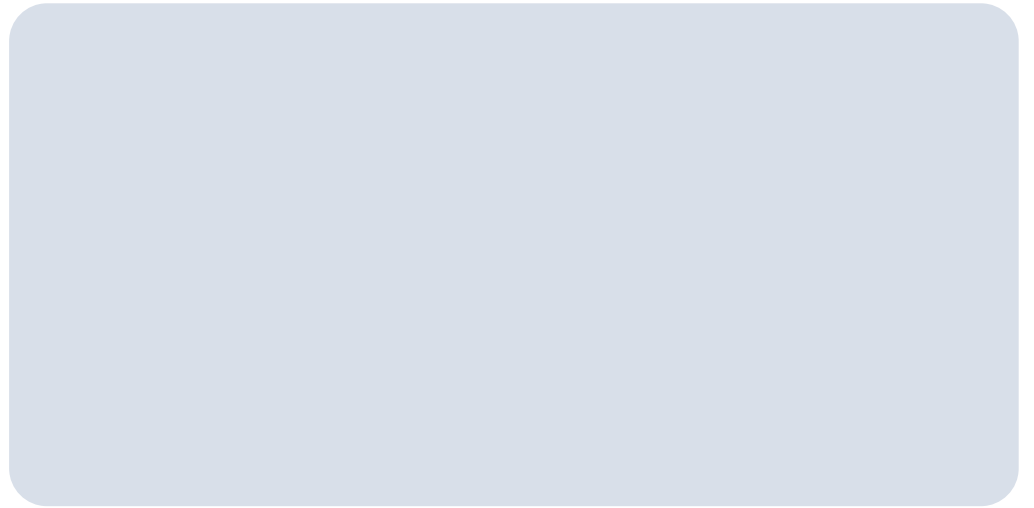
Remember to think Specific Measurable Achievable Relevant Time bound

MY PRIORITIES

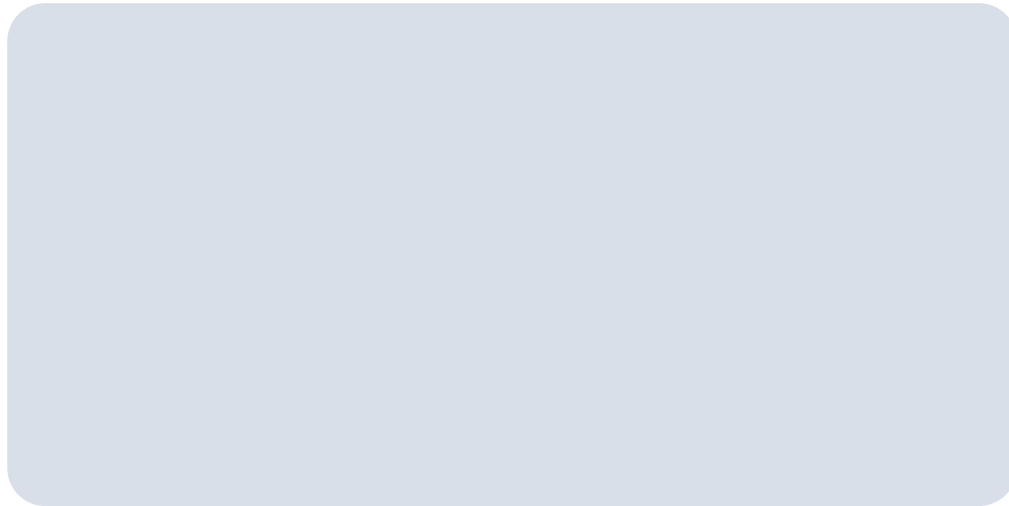
Priority Goal #1



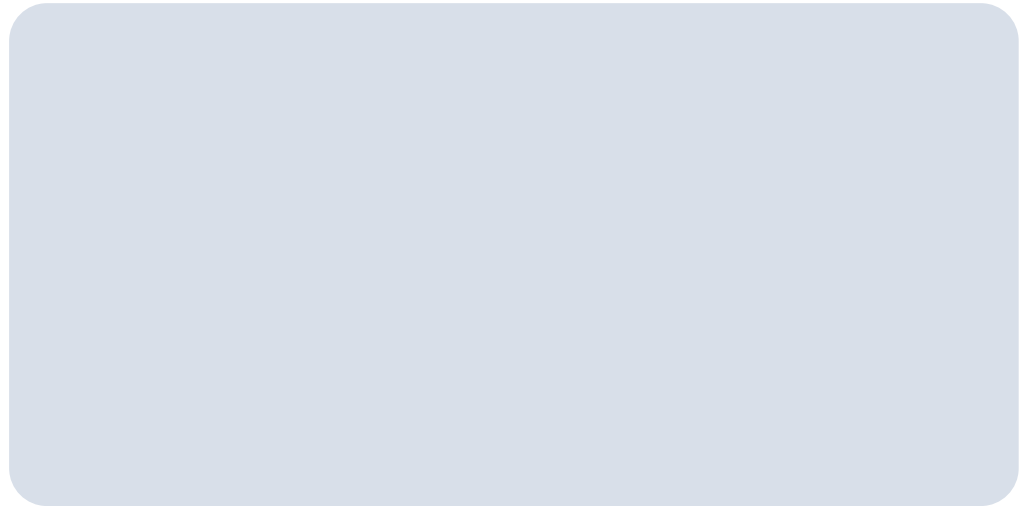
Priority Goal #2



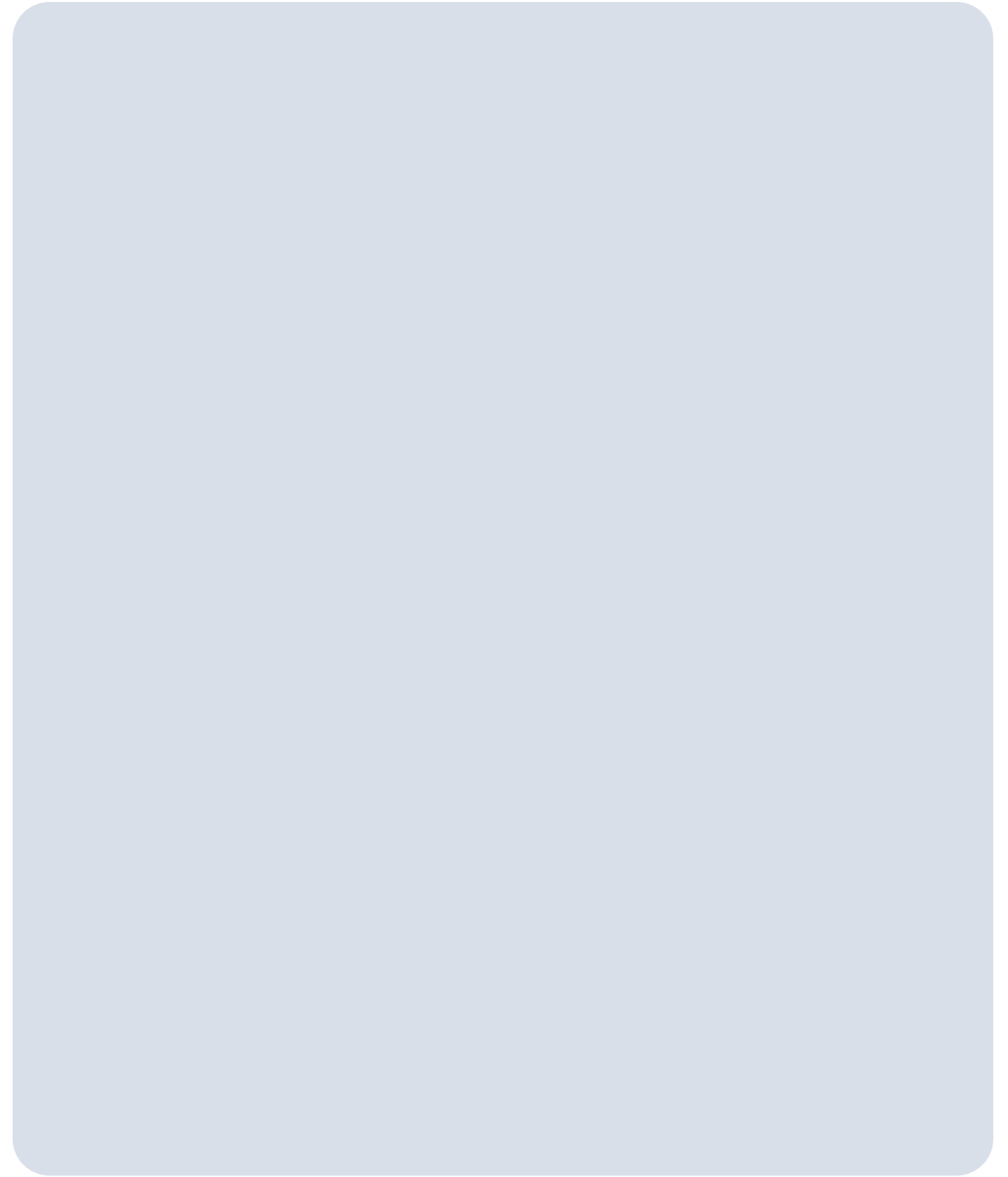
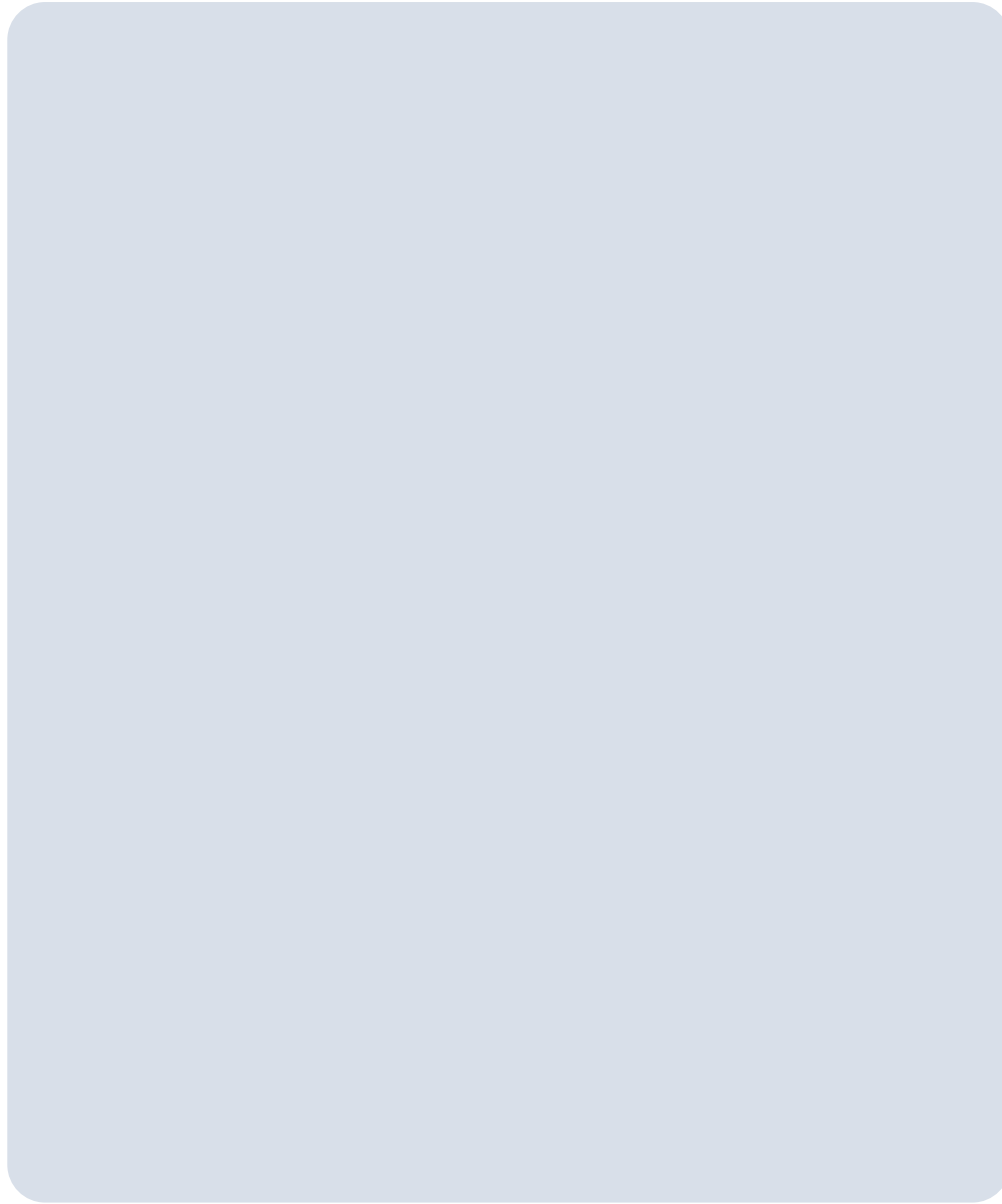
Priority Goal #3



Priority Goal #4



ACTION PLAN





JANUARY

JANUARY GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Remember:

This Month's Goals...

Potential Risks...

Solutions...

JANUARY WEEK #1 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

JANUARY WEEK #2 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

JANUARY WEEK #3 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

JANUARY WEEK #4 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

JANUARY WEEK #5 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

JANUARY REFLECTION

What Went Well?

What Could be Improved?

My Monthly Learnings...

How I was Feeling...

Week 1.					
Week 2.					
Week 3.					
Week 4.					
Week 5.					

Brain Dump/Journal Space

This Month I was Grateful for...



FEBRUARY

FEBRUARY GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Remember:

This Month's Goals...

Potential Risks...

Solutions...

FEBRUARY WEEK #1 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

FEBRUARY WEEK #2 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

FEBRUARY WEEK #3 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

FEBRUARY WEEK #4 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

FEBRUARY WEEK #5 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...








FEBRUARY REFLECTION

What Went Well?

What Could be Improved?

My Monthly Learnings...

How I was Feeling...

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This Month I was Grateful for...



MARCH GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Remember:

This Month's Goals...

Potential Risks...

Solutions...

MARCH WEEK #1 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

MARCH WEEK #2 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

MARCH WEEK #3 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

MARCH WEEK #4 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

MARCH WEEK #5 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

MARCH REFLECTION

What Went Well?

What Could be Improved?

My Monthly Learnings...

How I was Feeling...

Week 1.					
Week 2.					
Week 3.					
Week 4.					
Week 5.					

Brain Dump/Journal Space

This Month I was Grateful for...



APRIL GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Remember:

This Month's Goals...

Potential Risks...

Solutions...

APRIL WEEK #1 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

APRIL WEEK #2 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

APRIL WEEK #3 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

APRIL WEEK #4 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

APRIL WEEK #5 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

APRIL REFLECTION

What Went Well?

What Could be Improved?

My Monthly Learnings...

How I was Feeling...

Week 1.					
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Week 4.					
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Brain Dump/Journal Space

This Month I was Grateful for...



MAY GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Remember:

This Month's Goals...

Potential Risks...

Solutions...

MAY WEEK #1 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

MAY WEEK #2 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

MAY WEEK #3 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

MAY WEEK #4 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

MAY WEEK #5 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...








MAY REFLECTION

What Went Well?

What Could be Improved?

My Monthly Learnings...

How I was Feeling...

Week 1.					
Week 2.					
Week 3.					
Week 4.					
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Brain Dump/Journal Space

This Month I was Grateful for...



JUNE GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Remember:

This Month's Goals...

Potential Risks...

Solutions...

JUNE WEEK #1 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

JUNE WEEK #2 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

JUNE WEEK #3 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

JUNE WEEK #4 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

JUNE WEEK #5 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

JUNE REFLECTION

What Went Well?

What Could be Improved?

My Monthly Learnings...

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Week 4.					
Week 5.					

Brain Dump/Journal Space

This Month I was Grateful for...



JULY

JULY GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Remember:

This Month's Goals...

Potential Risks...

Solutions...

JULY WEEK #1 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

JULY WEEK #2 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

JULY WEEK #3 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

JULY WEEK #4 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

JULY WEEK #5 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

JULY REFLECTION

What Went Well?

What Could be Improved?

My Monthly Learnings...

How I was Feeling...

Week 1.					
Week 2.					
Week 3.					
Week 4.					
Week 5.					

Brain Dump/Journal Space

This Month I was Grateful for...



AUGUST GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Remember:

This Month's Goals...

Potential Risks...

Solutions...

AUGUST WEEK #1 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

AUGUST WEEK #2 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

AUGUST WEEK #3 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

AUGUST WEEK #4 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

AUGUST WEEK #5 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

AUGUST REFLECTION

What Went Well?

What Could be Improved?

My Monthly Learnings...

How I was Feeling...

Week 1.					
Week 2.					
Week 3.					
Week 4.					
Week 5.					

Brain Dump/Journal Space

This Month I was Grateful for...



SEPTEMBER GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Remember:

This Month's Goals...

Potential Risks...

Solutions...

SEPTEMBER WEEK #1 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

SEPTEMBER WEEK #2 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

SEPTEMBER WEEK #3 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

SEPTEMBER WEEK #4 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

SEPTEMBER WEEK #5 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

SEPTEMBER REFLECTION

What Went Well?

What Could be Improved?

My Monthly Learnings...

How I was Feeling...

Week 1.					
Week 2.					
Week 3.					
Week 4.					
Week 5.					

Brain Dump/Journal Space

This Month I was Grateful for...



OCTOBER GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Remember:

This Month's Goals...

Potential Risks...

Solutions...

OCTOBER WEEK #1 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

OCTOBER WEEK #2 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

OCTOBER WEEK #3 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

OCTOBER WEEK #4 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

OCTOBER WEEK #5 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

OCTOBER REFLECTION

What Went Well?

What Could be Improved?

My Monthly Learnings...

How I was Feeling...

Week 1.					
Week 2.					
Week 3.					
Week 4.					
Week 5.					

Brain Dump/Journal Space

This Month I was Grateful for...



NOVEMBER

NOVEMBER GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Remember:

This Month's Goals...

Potential Risks...

Solutions...

NOVEMBER WEEK #1 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

NOVEMBER WEEK #2 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

NOVEMBER WEEK #3 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

NOVEMBER WEEK #4 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

NOVEMBER WEEK #5 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...


NOVEMBER REFLECTION

What Went Well?

What Could be Improved?

My Monthly Learnings...

How I was Feeling...

Week 1.					
Week 2.					
Week 3.					
Week 4.					
Week 5.					

Brain Dump/Journal Space

This Month I was Grateful for...



DECEMBER

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Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Remember:

This Month's Goals...

Potential Risks...

Solutions...

DECEMBER WEEK #1 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

DECEMBER WEEK #2 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

DECEMBER WEEK #3 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

DECEMBER WEEK #4 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...

DECEMBER WEEK #5 GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

This Week's Main Goal...

Trackers...

To Do List...

Recognition if Achieved...

Gratitude...

Potential Risks...

Solutions...

Reflections on this Week...








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What Went Well?

What Could be Improved?

My Monthly Learnings...

How I was Feeling...

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Week 2.					
Week 3.					
Week 4.					
Week 5.					

Brain Dump/Journal Space

This Month I was Grateful for...

GUIDE

My motivations

Let's find our motivations! Knowing our motivations helps us to stick with a planning system. This section has 4 reflective prompts that will help increase our resilience and motivation. Take your time to fill in these sections, come back and review them often.

Values:

Being clear on our values can help us live an authentic life. Knowing our personal values is important to help us prioritise and make decisions that align with our goals and increase our sense of purpose. Sometimes we need to engage in things we don't enjoy, however, if we can understand how it aligns with our values it can help us persevere.

Passions:

Engaging in things we are passionate about helps to boost our Motivation and resilience as well as boosting our problem solving. We are not going to be passionate about everything we do, however, making sure we have time to engage in our passions often is important.

Affirmations:

Affirmations are usually short, snappy, positive sentences we can use to overcome negative thoughts or patterns of behaviour.

Gratitude:

Being grateful encourages us to notice the positive things in life. These things can be big things or small things. Noticing the positive things can improve our happiness and resilience.



Vision Board

Create a visual representation of your goals in this space. By looking at your vision board regularly it will help you remember what you want to accomplish and increase your motivation to continue to work towards it. Be as creative as you like in this space, you can use words, images or doodle and upload your own pictures.

EXAMPLE MOTIVATIONS

My Values...

Loyalty
Compassion
Courage
Family
Balance
Friendships
Respect
Honesty
Adventure

Hardwork
Happiness
Determination
Growth
Humour

My Affirmations...

I can and I will
I have been through this before and survived
I prioritise myself first, then college, then societies/ hobbies
I am in control of my choices
Some is better than none!

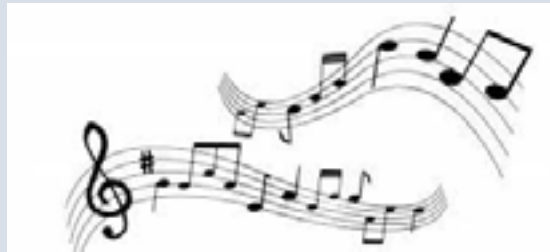
I am passionate about...

Continued learning / applying knowledge
Helping others
The environment
Sport
Music
Animals

I am grateful for...

The green campus in UCC
The sun!
My support network
The place I live, I'm safe and warm
The free coffee I was given in work today!

EXAMPLE VISION BOARD



My Goals

It is important to identify our goals to make sure that we are working towards our desired outcome. If you have ever felt lost or like you are passively moving through life it might be because you aren't clear on your goals.

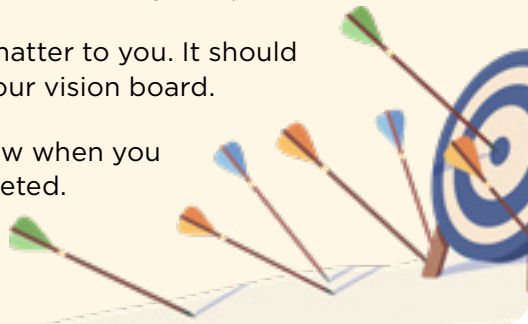
Take some time to think about each of the areas listed in the goal section and ask yourself what you are hoping for in these areas. There is space for you to add other areas of your life. Think about the next 6 months, 1 year or even the next 5 years, where do you hope to be? You might have more than one goal in each section. Some goals might seem straightforward, and others might require more effort.

Now let's set some SMART goals.

SMART is an acronym that assists with goal setting by ensuring that our goals are created in a way that facilitates success.

SMART stands for:

- **Specific:** Your goal should be clear. Avoid vague goals.
- **Measurable:** Your goal should have a way to measure success. It should be clear to you when you have achieved the goal. Avoid ambiguous goals.
- **Achievable:** Your goal needs to be possible. Goals can challenge us, however, they should always be possible.
- **Relevant:** Your goal should matter to you. It should align with your values and your vision board.
- **Time bound:** You should know when you aim to have your goal completed.



Some examples of SMART goals are:

Instead of: be better at college this year.

Try: I will attend at least 6 of my 8 lectures each week, I will take notes each time and save them to Onedrive. By the end of semester one I will be able to use Onedrive notes to prepare for exams.

Instead of: be healthy

Try: By the end of next month, I will have created a routine where I go for a walk 3 times a week and I will eat breakfast at least 5 mornings.

Instead of: save money

Try: for the rest of the college year, I will put €20 a week into my Revolut vault as soon as I get my wages.



My Priorities

We can't focus on everything all at once. We need to prioritise our goals. This helps us with our monthly and weekly time guides. If we don't prioritise a goal, it doesn't mean we no longer wish to achieve it. It just acknowledges that life is busy and this goal isn't our focus right now, we can come back to this goal in time.

Review your values, vision board and goals.

What is most important to you now?

Identify your 4 priority goals.

EXAMPLE YEARLY GOALS

Health Goals

1. By December I will be able to run 5km without stopping.
2. I will take time every day to engage in mindfulness.

Personal Development Goals

1. I will improve my verbal Spanish by using duo-lingo every day.
2. In January I will find a volunteer opportunity in my local community and engage at least once a month.

College Goals

1. I will pass this semester, submitting all work on time.

Leisure/Fun Goals

1. I will join one club and attend regularly.
2. I will continue to play soccer.

Family & Friends Goals

I will spend at least 1 weekend per month at home with my family.

Extra Goals

1. I will save €10 per week to save up for my summer holiday to America.
2. I will create a weekly routine that allows me to complete all college demands while also engaging with clubs and work.

Remember to think Specific Measurable Achievable Relevant Time bound

EXAMPLE PRIORITIES

Priority Goal #1

I will take time every day to engage in mindfulness.

Priority Goal #2

I will pass this semester, submitting all work on time.

Priority Goal #3

I will save €10 per week to save up for my summer holiday to America.

Priority Goal #4

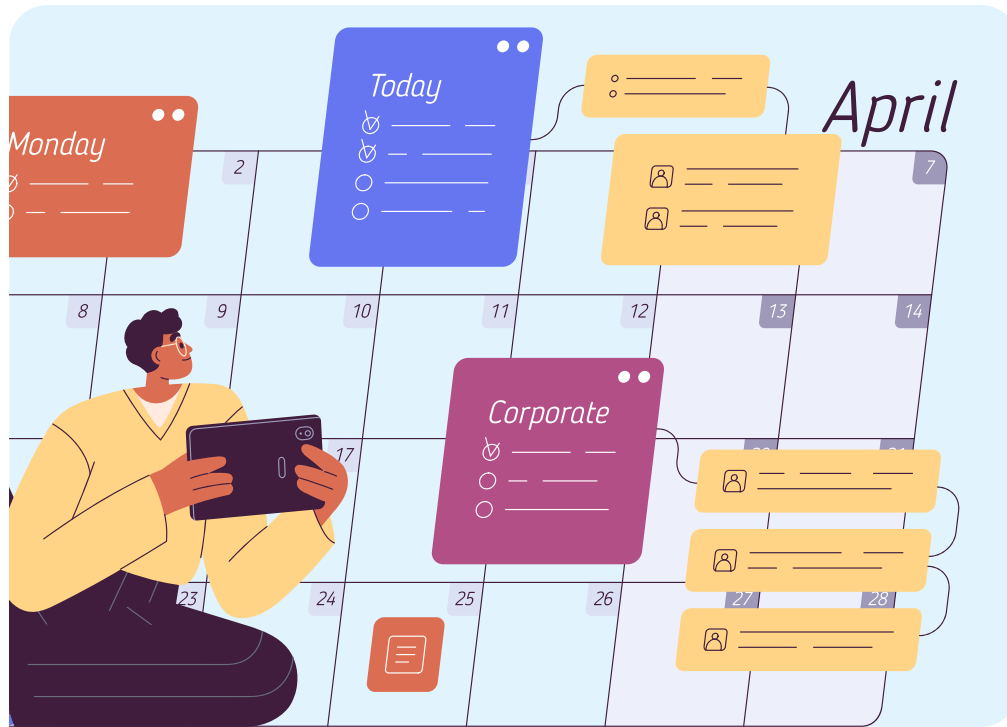
I will create a weekly routine that allows me to complete all college demands while also engaging with clubs and work.

My Action Plan

Now that we've set our goals and prioritised them, let's take some time to create an action plan.

This is a space for you to brainstorm how you can complete your goals. What are the steps involved in your goal? What will support you to complete your goals? Are there any barriers to your goals you need to be aware of?

You can use this space however you like: bullet points, mind maps etc



Key Dates

This is a space for you to keep track of your upcoming commitments. Consider personal commitments and college demands.

Monthly Guide

Check your key dates before filling out your monthly guide, what do you need to be aware of this month.

Consider what are your priorities this month?

Set 2-3 goals for the month.

What are the potential barriers to success this month?
What solutions will help you avoid them?

In the remember line, consider what affirmation you can use this month to help you stay on track for your goals.

At the end of the month schedule some time to come back and review what went well or not so well this month in the monthly reflections section.



Priority goal 1 break down:

Goal: Take time every day to engage in mindfulness:

- Set alarm on phone 3 times per day to remind myself
- Get ADHD Ireland / headspace / spotify for guided meditations
- Use weekly trackers to track engagement
- Identify mindful opportunities (short activities needed for busy days)
- Engage in one longer mindful activity each weekend

Quick activities:

- 5,4,3,2,1 senses
- A mindful cup of tea
- Short meditation
- 5 minute river walk in UCC
- Brush teeth mindfully!

Longer planned activities:

- Yoga / stretching
- Longer meditations
- Go for a sea swim
- Be in nature
- Read a book
- Do something creative

Priority goal 2 break down:

Goal: I will pass this semester, submitting all work on time.

- Contact all lecturers for assignment deadlines and put in planner
- Scheduled time every week for study / assignments
- Attend Get Work Done groups weekly
- Book skills centre appointment if I am stuck with assignment
- Use asynchronous feedback for assignments

Example 1500 word assignment break down:

1500 words = Intro (200 words) + 5/6 x 200word paragraphs + Conclusion (200 words)

Day 1: Create plan and do literature search

Day 2: Reading,

Day 3 Paragraph 1 +2 (additional reading as required)

Day 4: Paragraph 3, 4 + 5

Day 5: Submit for feedback. Complete intro and conclusion

Submit on deadline after reviewing feedback

EXAMPLE MONTH GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
NYD	Dad's Birthday		Assignment Plan	Visit Nan	Work 9-6	Work 9-6
Assignment Reading	Write Paragraph 1	Babysit Cousin 10-1	Write Paragraph 2 Work 5-9	Finish Assignment!	Drive back to Cork	Food shop Housemate Dinner
College Meet Jess for Lunch Gym	College Clubs Meeting	College Assignment Due	College Soccer Training	Results out!	Drive home for cousin's 21st	Back to Cork Food shop
College Gym	College Clubs Meeting	College Doctor's Appointment 3pm	College Soccer Training	Meeting: re FYP	Kayak	
Submit Payslip						

Remember: **Every evening is getting a little bit brighter! Its hard to settle in after Christmas break, build your routine one day at a time.**

This Month's Goals...

- Submit assignment on time.
- Attend 90% of lectures.
- Save money by bringing lunches to college.

Potential Risks...

- Busy two days before assignment due
- Hard to get back to lectures after break
- Busy weekends going home

Solutions...

- Start assignment week before and submit for feedback from skills centre
- Schedule to meet friends before or after lectures to increase accountability.
- Schedule food shop for Sundays and focus on lunch options.

My Monthly Reflections

What went well?

Note down things that worked this week. What supported you with your planning?

What aspects of your time guide worked well this month?

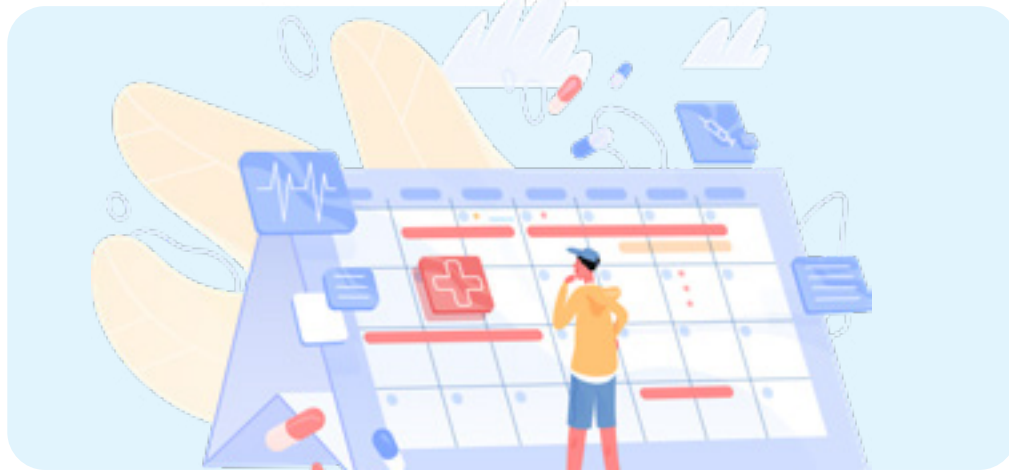
Note down barriers that presented this week? Notice any common themes.

What could be improved?

Thinking back on the week is there anything you could do differently to support yourself?

What did I learn this month?

What knowledge have you learned about your planning systems that will help you in future



How am I feeling this week/month?

Reflect on the previous week or month you have just experienced. How has it left you feeling? Select the emoticon which matches your feelings best. Feel free to write one emotion under the emoticon to highlight your overall feeling. This section of the planner can be helpful for you to review and keep track of your feelings over the coming academic year.

Brain dump / Journal space

Academic Planner | Guide | 116

At times we can suffer from re-occurring thoughts in our head. Often these thoughts can be unhelpful and occupy much needed space in our minds. The thoughts can range from “why did I say that” to “I wish I looked at this sooner”. To help you focus and improve productivity, you can empty any repetitive thoughts into the bin or dump.

Or you can use this space to journal in another way!



Weekly Guide

Check your key dates and monthly guide before filling out your weekly guide, what do you need to be aware of this week?

Add your lectures or commitments each day.

Use the to do list to create a list of tasks that need to be complete this week. You can add them to the weekly plan if you like.

Use the tracker to help monitor and maintain any habits you'd like to adopt or to ensure you are continuing to work on your goals.

Set one main goal for the week. Remember, we can't juggle everything all the time. Set one priority goal. Also set a reward or recognition for how you will acknowledge you completed the goal.

What are the potential barriers to success this week?
What solutions will help you avoid them?

Take time to notice what you are grateful for this week.

In the remember line, consider what affirmation you can use this week to help you stay on track for your goals.

At the end of the week schedule some time to come back and review what went well or not so well this week. Challenge yourself to identify at least one positive and one negative reflection.

EXAMPLE MONTH REFLECTION

What Went Well?

Got back into college, attended most lectures, submitted assignment on time.

Had good balance between socialising and academic work.

What Could be Improved?


























Didn't plan in advance to bring lunch and spent a lot of money on campus.

My Monthly Learnings...

It's nicer to exit the Boole lecture theaters via the courtyard rather than getting stuck on the steps with everyone!

Must bring keep cup to campus!

How I was Feeling...

Week 1.					
Week 2.					
Week 3.					
Week 4.					
Week 5.					

Brain Dump/Journal Space

Starting the term well is important to me. Last term it took me a long time to settle in. This time its important to reach out to the supports I found sooner.

This Month I was Grateful for...

The lovely time I spent with family.

The return to campus on UCC and reconnecting with friends.

The canceled lecture that gave me time to complete my assignment!

EXAMPLE WEEK GUIDE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Lecture 9am-11am Lecture 12pm-1pm Gym class 3pm-4pm	Lecture 9am -10am Tutorial 10am- 12pm Lecture 12-1pm	Lecture 10am-11am Lab 11am-1pm Lecture 3-5pm	Small assignment block Lecture 12-1pm Lecture 3-5pm Small assignment block before training Training at 7pm	Final assignment block Required reading	Work 9am - 5pm Cousins 21st	Food shop and meal prep
First assignment block	Work 5pm-9pm Drinks for Ben's bday	Housemate dinner				

This Week's Main Goal...

Finish assignment on Friday.

Trackers...

Go to bed by 11pm

Bring lunch to college

To Do List...

Create assignment plan

Book skills centre appointment for FYP

Email supervisor about topic choice

Ring dentist and book appointment

Finish and upload all notes

Contact Fee's office about overpayment

Recognition if Achieved...

Will have no college commitments over the weekend and can take time out to go for a walk with my friend.

Gratitude...

Grateful for my housemates cooking dinner on Wednesday! Grateful that I finished the assignment early. Grateful that I got to spend time with family.

Potential Risks...

Busy Tuesday could affect productivity Wednesday and Thursday

Solutions...

Make sure plan is created on Monday so I know when I'll do assignment. Make Tuesday and Wednesday's lunch on Monday night. Skip Wednesday's gym class - prioritise rest

Reflections on this Week...

Need to utilise time between lectures to study better.

Must remember keep cup.

Time management tips for using the monthly and weekly guides

Firstly, we use the word guide instead of plan to remind us that it is not a rigid system with a pass or fail outcome.

Even the best made plans will need flexibility. The best planners are the people who can adapt to changes in the schedule!

One thing we can be nearly certain of is that life is unpredictable. Having a guide is important, acknowledging that it requires flexibility is vital.



Some top tips to use the weekly and monthly guides are:

- **Commit to it!** Setting up a planning system can be time consuming. Commit time to setting up your system and commit time every month, week and day to review it. The more that you engage with your planner, the more successful it will be. Like any new skill it may take time to establish your time guide skills, be kind to yourself about this.
- **Remember, it's personal!** There is no best practice for managing your time. What works for you might not work for someone else. Using the reflective prompts each week/month will help make sure you identify what works and doesn't work for your time guides. Some people would really like to use exact timings, while others might prefer to list 3 priorities for the day and do these in their own time without scheduling set times. Both ways will get things done.
- **Be flexible!** Allow wiggle room in your time guide. Don't over schedule days. Allow time every day to catch up or get back on track. Don't fill days from 7am to 10pm, make your planning system realistic and achievable.
- **Be holistic.** For your planning system to be realistic it is important to capture all your demands in it. You cannot plan for your academic demands without considering your personal life, sports schedule or work demands. Include anything that occupies time in your planner.



2023/24



Access
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STUDENT GUIDE



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