Managing Deadlines & Keeping Your Sanity

By now, you are in the thick of the academic year. In addition to balancing your course load, you are likely managing extracurricular activities, a social life, family roles, and multiple college applications. It can be easy to overlook the importance of taking care of yourself, but your own sanity and happiness is necessary in order for you to successfully fulfill all of your other responsibilities. One way that you can help take care of yourself is to be organized and intentional with how you plan for and use your time. What does this look like for you? Perhaps you use a paper planner to keep up with important dates and details. Or you may instead opt for the calendar in your phone. Whatever format you prefer, keeping yourself organized is a proactive way of managing your responsibilities so that you are less likely to feel overwhelmed. Not only will being organized help you to navigate this busy time in your life, but it is also a life skill that will surely benefit you in the future. Consider these organizational tips:

- Look at deadlines and due dates months in advance and put them in your calendar now so that they don't sneak up on you.
- Begin every week by reviewing your calendar for the week ahead so that you know what to anticipate.
- Are you a visual person? Use color coding to help you stay organized (example: all academic assignments in red, all college application tasks in purple, etc.).
- Start your day with a checklist of all of the tasks you would like to accomplish that day (note: be sure to include some self-care activities such as taking a walk, calling a friend, etc.)

NEED ANY HELP?

Your College LAUNCH family is here to help you! Feel free to reach out to Dr. Meleah Ellison at ellisonm@wfu.edu
As soon as I accomplish one thing, I just set a higher goal. That's how I've gotten to where I am.

Beyonce

As you are turning in your college applications, be sure to pay attention to which type of admission you are applying for and the specific due dates for each. To review:

**Early Decision** means you apply early and if you are accepted into that particular college, you are legally bound to attend (regardless of financial aid packages and opportunities offered by other colleges/universities).

**Early Action** means you submit your application early and you receive an admissions decision at an earlier date, however you are not legally bound to attend that specific school (so you can consider financial aid offers from each university you are admitted to).

**Regular Decision** means you apply later than those who are applying for Early Decision or Early Action but you also receive an admissions decision later than those who applied for those types of admission. The vast majority of applicants choose to apply for Regular Decision, as it allows applicants more time to complete admission application materials and consider financial aid packages offered by all admitting universities.

Interested in learning more? Check out this article by the great folks at Vanderbilt University.

---

**Reminder**

Making your mark on the world is hard. If it were easy, everybody would do it. But it's not. It takes patience, it takes commitment, and it comes with plenty of failure along the way. The real test is not whether you avoid this failure, because you won't. It's whether you let it harden or shame you into inaction, or whether you learn from it; whether you choose to persevere.

-President Barack Obama

---

**Resources of the Month**

Interested in learning more about organization? Check out these articles:

- 10 Habits of Really Organized People
- 8 Tips to Use Your Time Efficiently and Stay Organized in High School
- How to Get Organized & Manage Your Time in High School