



# **COLLEGE COMPLETION METHODOLOGY**



# PHASES

- Preparation and Application
- Undergraduate Studies
- Internship and Graduation

# PREPARATION AND APPLICATION

- Choosing a college and program
- Researching colleges
- Preparing applications
- Submitting applications

# UNDERGRADUATE STUDIES

- Orientation
- Academic coursework
- Examinations

# INTERNSHIP AND GRADUATION

- Internships/Work Experience
- Graduation preparation
- Graduation
- Immediate post-graduation steps

# TECHNIQUES

- Prioritization (Eisenhower Matrix): Categorizing tasks based on urgency and importance to focus on the most critical ones.
- SMART Goals: Setting goals that are Specific, Measurable, Achievable, Relevant, and Time-bound.

# MODELS TO USE

- Semester Schedule: A detailed schedule of your classes, study times, and other commitments for each semester.
- Study Plan: A plan outlining how you will study for each course, including specific topics, resources, and study techniques.
- Timeline to Graduation: A visual representation of key milestones, such as application deadlines, exam dates, internship periods, and graduation.

# TOOLS TO CREATE MODELS

- Calendar Application - Google Calendar to create both the semester schedules and the timeline to graduation
- Note-taking Application - Evernote to create study plans