

Assignment Title: Creating My Weekly Success Plan

Course: IPSE 102 – Life and Learning Skills

Objective: Students will build a personalized weekly plan that supports their academic, personal, and social goals.

Skills Focus: Time management, self-advocacy, communication, and independent living.

Instructions

Part 1: My Weekly Goals

Write or type out three personal goals for this week. These can be academic (like turning in an assignment), social (like joining a campus event), or personal (like making your own lunch).

Use this format:

1. Goal: _____
Why is this goal important to me? _____

Part 2: My Weekly Schedule

Use the table provided (or draw your own) to create a schedule for the week. Include your:

- Classes
- Study times
- Meals
- Exercise or activities
- Breaks
- Chores or responsibilities

You can write the schedule or use pictures/icons to represent activities.

Part 3: Asking for Help

List three people you can go to if you need help this week.

Next to each name, write what you might need help with.

Example:

- Name: Ms. Johnson – Help with math homework

- Name: My roommate – Reminders to do laundry
- Name: Coach Ray – Support staying active

Part 4: Check-In Plan

Choose **one** way you will check in with your instructor or mentor by the end of the week:

- Email
- In-person meeting
- Text or message
- Phone call

Write how and when you plan to check in:

Example: "I will email Ms. Carter on Friday to talk about my week."

Submission Options

Choose how you'd like to submit this assignment:

- Fill out the worksheet and turn it in
- Create a slideshow and present it
- Record a short video explaining your plan
- Meet with the instructor and talk through your plan

Grading Criteria (Flexible Rubric)

- Goals are clearly stated and personal
- Weekly schedule shows thought and effort
- Support network is identified
- Check-in plan is realistic
- Student shows engagement and self-awareness