PLANNING

Set your application map

Rank program fit, cost, location, support services, and schedule.

SCHOLARSHIP AND COLLEGE APPLICATION PLANNER

SET A CLEAR NEXT STEP

Write one action you can complete before your next review.

- ☐ Name the task
- ☐ Choose a realistic time
- ☐ Identify the needed material

EXAMPLE

Example: ·Complete one focused task, then record what changed.·

PUT IT INTO PRACTICE

What is the smallest useful next action?

DECIDE WHAT MATTERS

Use facts and constraints to choose the next step instead of trying to do everything at once.

- ☐ Check the official requirement
- ☐ Consider time and support needed
- ☐ Write the decision and reason

PUT IT INTO PRACTICE

What information would make this choice clearer?

Requirements, deadlines, eligibility, and aid rules change. Confirm every detail directly with the college, scholarship provider, and official financial-aid office.

PLANNING

Research fit and facts

Use official program and admissions pages; record the source and date checked.

SCHOLARSHIP AND COLLEGE APPLICATION PLANNER

USE A PRACTICAL CHECKLIST

Keep the details visible so the next person can act without guessing.

- [ ] Confirm the date or requirement
- [ ] Record the owner
- [ ] Save the official source or contact

EXAMPLE

Example: ·Status: waiting for reply; owner: me; next check: Thursday.·

PUT IT INTO PRACTICE

What is still unclear, and who can confirm it?

DECIDE WHAT MATTERS

Use facts and constraints to choose the next step instead of trying to do everything at once.

- [ ] Check the official requirement
- [ ] Consider time and support needed
- [ ] Write the decision and reason

PUT IT INTO PRACTICE

What information would make this choice clearer?

PLANNING

Build a deadline system

Work backward with draft-ready, request-ready, and submit-ready dates.

SCHOLARSHIP AND COLLEGE APPLICATION PLANNER

USE A PRACTICAL CHECKLIST

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- [ ] Check the official requirement
- [ ] Consider time and support needed
- [ ] Write the decision and reason

PUT IT INTO PRACTICE

What information would make this choice clearer?

PLANNING

Gather documents carefully

Confirm the requested version, format, date, and official submission method.

SCHOLARSHIP AND COLLEGE APPLICATION PLANNER

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- [ ] Write the decision and reason

PUT IT INTO PRACTICE

What information would make this choice clearer?

PLANNING

Write your statement

Use a focused story with challenge, action, reflection, and specific details.

SCHOLARSHIP AND COLLEGE APPLICATION PLANNER

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- [ ] Check the official requirement
- [ ] Consider time and support needed
- [ ] Write the decision and reason

PUT IT INTO PRACTICE

What information would make this choice clearer?

PLANNING

Request recommendations respectfully

Ask early whether someone can write a strong letter; send a brief packet.

SCHOLARSHIP AND COLLEGE APPLICATION PLANNER

USE A PRACTICAL CHECKLIST

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- [ ] Confirm the date or requirement
- [ ] Record the owner
- [ ] Save the official source or contact

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DECIDE WHAT MATTERS

Use facts and constraints to choose the next step instead of trying to do everything at once.

- [ ] Check the official requirement
- [ ] Consider time and support needed
- [ ] Write the decision and reason

PUT IT INTO PRACTICE

What information would make this choice clearer?

PLANNING

Submit and follow through

Save confirmation and record the next official action or question.

SCHOLARSHIP AND COLLEGE APPLICATION PLANNER

USE A PRACTICAL CHECKLIST

Keep the details visible so the next person can act without guessing.

- [ ] Confirm the date or requirement
- [ ] Record the owner
- [ ] Save the official source or contact

EXAMPLE

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PUT IT INTO PRACTICE

What is still unclear, and who can confirm it?

MAKE ONE IMPROVEMENT

Keep what worked and change only one obstacle for the next cycle.

- [ ] Keep one helpful habit
- [ ] Remove one stale item
- [ ] Schedule the next review

PUT IT INTO PRACTICE

What made this week easier?