

My GRAD WORKBOOK

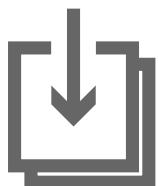
This workbook accompanies Grad and is designed to be used in combination with it. This workbook is your personal tool and we hope that it is useful to you. The workbook has the following features:



This icon indicates the page numbers in Grad to which an activity refers. Please read the corresponding text before attempting the activity.

•• *Reflection* •••••

• This activity offers an opportunity to look inside yourself to understand yourself in your new context better.



This icon indicates that the tool can be downloaded as a template for you to print to use and to re-use.



THE ROAD TO VARSITY

SELECTING MY COURSE

What are my interests?

What are my aptitudes?

How can I earn a living?

Possible careers:

Relevant courses:



APPLYING FOR FINANCE CHECKLIST

- Know the application deadline.
- Find out early how applications are to be made (e.g. online/by post).
- Make a checklist of all the documents I require, and make very sure that I submit every single one.
- Double check the application form and the documentation required before submitting it. Look at every detail, e.g. did I write the course code correctly?
- Make copies of all the documents I submit in case of emergencies.
- Make sure I pay the application fee for the university/college within the specified period.
- Check my application status regularly.



Where do I dream my studies will take me?

A picture or a few sentences that remind me of my goal:

Now that you have thought about where you have come from and where you would like to go, use the tool below to expand on your goal.

TARGET
DATE

MY GOAL

To reach my goal, I will do these three things:

1.

2.

3.

“QUOTE THAT
INSPIRES ME TO STAY MOTIVATED”

Two things that will help me stick to my goals:

1.

2.

I will know I have reached my goal when:

1.

2.

3.



Download a single page printable version of this tool at: <http://myvsp.co.za/GRAD.html> (Goal sheet)



THE DOUBLE-EDGED SWORD OF FREEDOM

Reflection



What lessons can I learn from the student quotes on page 9?

Why am I at university and what is my goal?

Am I willing to give whatever it takes to attain that goal?



TAKING RESPONSIBILITY

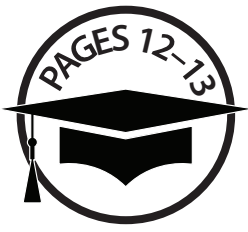
Reflection



Reflect on the acronym PRIDE and consider whether you take responsibility in making or breaking your own success

List the attributes you think you possess that have influenced successes and/or failures you have experienced

List attributes you think still need development in your life towards your future goals



IP AND COPYRIGHT

Reflection



What do you think is the purpose of protecting intellectual property and copyright? Why is it important? List your thoughts

Think of an instance where a fellow student at school may have tried to copy your work for a test or an exam.

How did you feel knowing how hard you had to study to pass, and they did not?

Is it fair towards you and was it morally correct of the other student to infringe on your rights?



LOVE ANDS SEX

Reflection



Look at the list on page 15 and make a further list of more signs you can think of that show you someone loves you

The next question is, do you love yourself? Read the whole section from page 14 to 17 and reflect on what you have read. What is it about yourself you love (make a list)?

What is it about yourself you do not love (make a list)?

Then ask yourself what is important to you in a relationship other than physical attraction (make a list)



MANAGING TIME 1

- LIFE IN GENERAL

How do I currently spend my time?

Complete a detailed diary for one week, writing down exactly how you spend every minute of your day.

Remember to include everything!

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

2

Consider the list against Covey's matrix. (See page 11.)

3

Put the important, urgent tasks in Quadrant A, followed by the important, but less urgent, ones in Quadrant B.

	URGENT	NOT URGENT
IMPORTANT	A	B
NOT IMPORTANT		

4

Try to delete tasks that fall into the bottom quadrants.

My time management matrix

If you feel overwhelmed by what you need to do use this blank template to structure your to dos, and use it as a basis for managing your time.

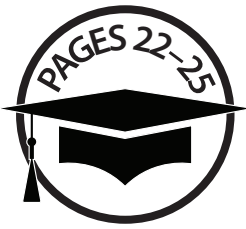
	URGENT
IMPORTANT	
NOT IMPORTANT	

Putting it all together

Take everything that you have thought about your time and plan out a schedule for your week. While doing this, remember to schedule in time for focus, physical, play, connection, down and sleep time. You can use different colours to help distinguish between the types of activity.

My schedule

	Monday	Tuesday	Wednesday
06:00			
07:00			
08:00			
09:00			
10:00			
11:00			
12:00			
13:00			
14:00			
15:00			
16:00			
17:00			
18:00			
19:00			
20:00			
21:00			
22:00			
23:00			



MANAGING STRESS

Reflection



Do I feel stressed?

- *What are my symptoms? Can I use them in positive ways?*

- *What can I do to alleviate the negative symptoms and reduce stress?*

- *What are my unrealistic expectations for myself?*

- *A list of people with whom I tend to compare myself and performance with*

- *What are the outside pressures that I face?*

Now that you understand yourself a little better, draw up an action plan that sets goals that bring you to more realistic expectations.

My realistic expectation:

My action plan:

- *Different possibilities for achieving my goal:*

- *My positive self-statements:*

Reflection



What expenses on my list are wants (things that I want, but don't need to survive)?

Where can I cut expenses?

Saving towards a goal

What do I want to save up for?

How much does it cost?

How many months do I have to save?

How much must I save per month?

My savings plan:



MANAGING INFORMATION

What are my strengths and weaknesses with regards to managing information? Rate each of the following skills as a strength or weakness of yours.

Reflection



LISTENING

Strength #

Weakness #

How can I improve this skill?

Handwriting lines for the listening section.

UNDERSTAND

Strength #

Weakness #

How can I improve this skill?

READING

Handwriting lines for the reading section.

Strength #

Weakness #

How can I improve this skill?

SPEAKING

Strength #

Weakness #

How can I improve this skill?

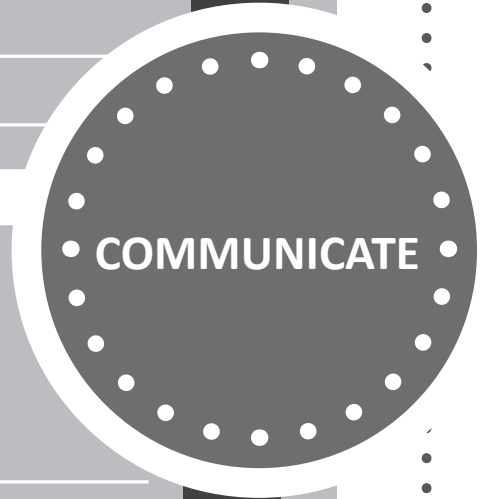
WRITING

Strength #

Weakness #

How can I improve this skill?

NOTE TAKING





MANAGING TIME 2 – EFFECTIVE STUDYING

My monthly study planner

Using the tips that you have read, complete the monthly planner.

Monday	Tuesday	Wednesday
	1	2
7	8	9
14	15	16
21	22	23
28	29	30



Download a single page printable version of this tool at: <http://myvsp.co.za/GRAD.html> (2022 Monthly study planner)

MARCH 2022

Thursday	Friday	Saturday	Sunday
3	4	5	6
10	11	12	13
17	18	19	20
24	25	26	27
31			



CRAAP TEST

Identify a topic that interests you in your line of study, and using appropriate search words, apply the CRAAP Test to the articles you come across.

Note your findings down under each heading and evaluate the overall value of the articles based on this.

C

CURRENCY

R

RELEVANCE

A

AUTHORITY

A

ACCURACY

P

PURPOSE

What can I rename or relabel my feeling as?

Who can I talk to about what I am feeling?

Are there others around me who I see are feeling the same?

What are the underlying assumptions that make me feel the way I feel?

How would someone else see this problem?



THE ABCDE OF RESILIENCE

An easy tool for shifting those overwhelming feelings

Next time you feel hopeless and helpless, use the following tool.

A	ACTIVATING EVENT	
B	BELIEF	
C	CONSEQUENCE	
D	DISPUTE	
E	ENERGISE	



REVISIT YOUR GOALS

Did you make and write down a goal earlier in the year?

Take another look at it now.



My goal was: _____

Have I achieved my goal? _____

Three things that I am grateful for: (What have I learnt?)

Three things that I want to try: (Changes I would consider working on)

Barriers: (What might get in the way of these changes?)

One hard lesson learnt:

Three things to help me stay committed: (What do I know about myself that will help me to stay committed to my goal?)



PROCESS GOALS

OVERALL GOAL:

Life Domain **1**

Sub-goal 1:

Sub-goal 2:

Life Domain **2**

Sub-goal 1:

Sub-goal 2:

Life Domain **3**

Sub-goal 1:

Sub-goal 2:



Download a single page printable version of this tool at: <http://myvsp.co.za/GRAD.html> (Process goals)

Habit process goal 1:

Habit process goal 2:

Habit process goal 1:

Habit process goal 2:

Habit process goal 1:

Habit process goal 2:

Habit process goal 1:

Habit process goal 2:

Habit process goal 1:

Habit process goal 2:

Habit process goal 1:

Habit process goal 2:



CONSIDER YOUR FRIENDS

Reflection



Reflect on your friendships.

What are my goals?

What are my values?

What are my priorities?

What are my friends' goals?

What are my friends' values?

What are my friends' priorities?
