

2020
2021

PERSONAL PLANNER

Let's Talk
HEALTH



Journey to
Wellness
Care for your mind, body & soul

This planner is sponsored by the following Boston College offices:



Office of Health Promotion

bc.edu/healthpro

Gasson 025

617-552-9900

bwell@bc.edu



Connors Family Learning Center

bc.edu/libraries/help/tutoring

O'Neill Library

617-552-0611



Academic Advising Center

bc.edu/acadvctr

Stokes S140

617-552-9259

aac@bc.edu

3 TIPS TO ACADEMIC SUCCESS

1. What to do when feeling overwhelmed

Make stress your friend and respond positively:

1. Access your priorities → create a to-do list to declutter your mind and feel in control
2. Focus on one thing at a time → prioritize your to-do list by importance and commit to it by plotting it in your calendar
3. Take action → get started by making the task small and tangible so you perceive it as much less stressful and difficult than you originally thought
4. Adjust your approach → reframe the problem to view it from a more positive perspective and ask yourself how important it will be in the long run, perfectionism is a major source of avoidable stress
5. Set aside time to relax and recharge → set aside 30 mins of "me time" everyday, go for walk, call a friend, spend time in nature, take a long shower, listen to music or a podcast, read a book, journal, try yoga or meditation

Use these tips to optimize your learning and take care of yourself!

2. How To Best Schedule Your Time

Plan for academic, social, and self-care time in your schedule by following the steps below:

1. **Semester at a Glance** - input all major due dates from course syllabi in your calendar/planner
2. **Month at a Glance** - determine how far in advance you'll begin preparing (italicize start dates at least a week before)
3. **Week at a Glance** - list all major to-dos for week and where to fit them in based on your typical weekly schedule (for each assignment write a to do list of what needs to be done)
4. **Day at a Glance** - based on weekly list, decide on top 3 priorities each day
5. **Hour at a Glance** - input tasks into appropriate time slots in a weekly block calendar
REMEMBER TO: block off time for all mandatory obligations (class, work, meetings), studying (your assignment to dos), socializing (friends, hobbies), and self care (sleeping, exercising, eating)

3. How to get further support?

Schedule an Individual Health Coaching Session (iHP):

Meet with a Health Coach, have a general health conversation, and set goals and strategies to live a healthy lifestyle while in college

1. Individual appointments are also available specifically for time and stress management, and healthy sleep habits.
2. Looking to talk more about nutritional concerns? Contact our campus nutritionist - Kate Sweeney at sweenekz@bc.edu
3. Looking to discuss concerns around drinking or substance use? Contact our Alcohol and Drug Education program at aod@bc.edu

Visit bc.edu/healthpro to schedule your appointment

For more information, contact the Office of Health Promotion:

Gasson 025 | 617-221-9900 | bc.edu/healthpro | healthpromotion@bc.edu



3. Stay Connected

You might find yourself distanced from the people you would normally see on campus. If so, make the effort to stay connected through social media, email, texting, and video calls. Give virtual game nights a try. Reach out to family and friends to avoid feeling lonely and isolated. Connect with professors and figure out how you prefer to engage with these new learning platforms.

4. Stay Positive

Allow yourself to process your feelings, sit with your emotions and talk about it, keep things in perspective and practice restructuring negative thought patterns, dig deep and use your strengths, practice gratitude, be in the present moment, and find bright spots where you can throughout your day. Seek out opportunities for laughter and humor.

5. Keep Informed

Seek trusted reliable news, and only in short stints, since we can find ourselves over-consuming news and updates. Try not to become absorbed in the coverage for long periods of time, and find opportunities to appropriately disconnect and unplug from technology.

8. Set Goals

Think about what you want this time to look like for you: set short term goals or be more intuitive and fluid about it. It can be a time to slow down, prioritize what matters, and give yourself permission to do what feels best right now. Is there something you've been wanting to do or haven't had time to? Such as clean out your closet, inbox, google drive, organize your space, try a new hobby, or learn something new. Maybe it's trying to engage in one activity a day that brings you joy.

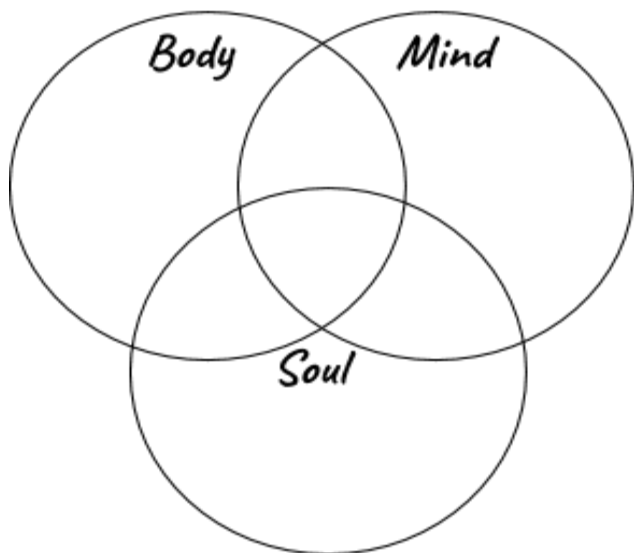
9. Take Breaks

To ease your mind and distract yourself when you start to worry, do activities you enjoy - play a game, watch a movie or show, make art, listen to music and podcasts, take a yoga class, do a puzzle, read, journal, pray, practice mindfulness, try a meditation app.

10. Connect with Common Humanity

Recognize the feelings everyone shares right now, practice empathy, be kind to others, help a neighbor, support others with an email or call, know you're not alone and there are people and resources on BC's campus and in your local communities to support you in whatever you're experiencing.

How can you accomplish balance this semester? What can you do for your mind, body, and soul? Write it in below!



WHAT ARE YOU WORKING TOWARDS THIS SEMESTER? LIST LONG-TERM PERSONAL AND ACADEMIC GOALS HERE.

*[Tip: Make sure your goals are attainable by making them **S.M.A.R.T.**: Specific, Measurable, Attainable, Relevant, and Time-Bound. Having a tangible goal makes it easier to create a tangible action plan!]*

Personal Goal:

Academic Goal:

To Do List for the Semester

What steps do you need to take this semester in order to achieve your personal and academic goals?

[illegible]

DON'T Do List for the Semester

What are the responsibilities, habits, and hobbies that take up your time in ways you don't love? Write the items you want to eliminate from your to-do list here!

[illegible]

You can use this calendar to plot the important things you have coming up over the next week. You might include your classes, exercise, plans with friends, or even your bedtime! Using the to-do list below, you can also pencil in tasks for specific class assignments. *[Tip: Plan for 1-hour blocks of time--about 50 minutes of study with a 10 minute break built in.]*

Week Of: _____	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00 AM							
8:00 AM							
9:00 AM							
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12:00 PM							
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12:00 AM							

To-Do List for Each Major Assignment

Subject	Tasks

Challenging week ahead?
What *strengths* do you possess
that can help you pull through it?

*"believing that you're enough
is what gives you the
courage to be authentic."*
BRENE BROWN

YOUR TIME MANAGEMENT ROADMAP

The step-by-step guide to getting organized

1. **Semester at a Glance:** Take your syllabi and plot all major due dates throughout the semester
2. **Month at a Glance:** Input major due dates for the month and determine how far in advance you will begin preparing for assignments
 - a. Italicize buffer dates to start assignments at least a week in advance to complete the workload ahead of time or on time
3. **Week at a Glance:** Pick one day out of the week, preferably Sunday or Monday to prepare for the week ahead (give yourself 30 mins-1 hour).
 - a. Input all mandatory obligations (class, work, meetings, etc)
 - b. Block of time for studying, socializing, and self-care (eating, exercising, etc).
 - c. List all the to-dos for the week in order of priority (break larger tasks, into small manageable pieces)
 - d. Next to the to-dos, write down how long it should take you to complete the task
4. **Day at a Glance:** Based on your weekly list, decide on your three top priorities for each day, write the tasks in the daily to-dos and input tasks into appropriate hour time slots in your weekly block calendar
5. **Weekly Notes:** If you need to jot down quick reminders or brainstorm short or long term goals, use the space provided under each month, to-do lists, or the pages at the end of the planner

****Notice the Months and Weeks start on Monday-Sunday!**

Quick Tips for Success:

- Plan your day the night before or first thing in the morning
- Plan for friends, fun, exercise, healthy meals, study time, and 7-9 hours of sleep every day
- Plan down time for 30 minutes to one hour per day
- Plan for wind down/unplug time before sleep
- Have some flexibility when things don't go as planned, set aside emergency time blocks
- Choose something to get yourself excited about each day

Refer to our Health Campaign for More Information!



So now you've got a plan, but how do you execute it?

Prioritize self-care, academics, and social life to find balance in your week using the 5 Ps:

- *Personal*: what are tasks or goals you have for yourself that need to get done?
- *People*: what relationships bring you joy and how can you make time for these people in your schedule?
- *Passion*: what hobbies/activities enhance your quality of life during the week?
- *Projects*: what are long-term goals you have for yourself and what are steps you might be able to take towards these goals right now?
- *Purpose*: where do you find deeper meaning and purpose in your life and how can you cultivate it on a given day/week/etc.?

Here are a few strategies to overcoming procrastination:

Starting big assignments/exams:

- *Preview*: scan assignment a week ahead of time to generate ideas
- *Pre-Plan*: brainstorm "to do list" of short term goals and make a written list
- *Plot on Calendar*: estimate when and how long it may take to complete each step
- *Prioritize It*: make an appointment with yourself and keep it
- *Praise yourself*: reward yourself after you've accomplished each step

Starting work at the library:

- Divide up tasks into small manageable pieces and focus on one task at a time
- Start with small tasks and plot tasks into hourly calendar
- Work in 60-90 min cycles to prevent fatigue
- Reward yourself with 15-20 minute breaks
- Let your friends know to hold you accountable
- Set aside 10 min to check email/social media as a reward after your 60-90 work cycle, set an alarm on your phone to know when time is up
- Learn to say "no" and plan a different time to meet with friends
- Plan study time as well as time in your day to socialize and unwind
- Put phone in your bag while studying, turn it off, or put it on do not disturb
- Print notes/readings instead of having your laptop out
- If you use a laptop, make documents full screen to avoid seeing other tabs and temptations
- If using your laptop, turn off the WIFI to prevent searching the web
- Be mindful of choosing study locations and study partners
- Do work in the library or study lounges before returning to your room
- Check out Momentum on Google chrome
- Check out the 5 day study and writing plan to plan out your exams and papers

**Let's Talk
TIME**

KEY MESSAGES

- 1. ASSESS:** be mindful of where you spend your time and evaluate the outcomes of your time investments
- 2. PRIORITIZE:** time is elastic, it will stretch to accommodate what you put in it, so determine what matters
- 3. PLAN:** look a week ahead and plot your academics, self-care, and social life - to be flexible think 168 hours, not 24

got time? NAIL THOSE EXAMS: 5 Day Study Plan

S	M	T	W	T	F	S
1. Prepare the first topic of exam material: 2 hours	2. Prepare the second topic : 2 hours a. Review the first topic : 30 mins	3. Prepare the third topic : 2 hours a. Review the second topic : 30 mins b. Review the first topic : 15 mins	4. Prepare the fourth topic : 2 hours a. Review the third topic : 30 mins b. Review the second topic : 15 mins c. Review the first topic : 10 mins	a. Review the fourth topic : 30 mins b. Review the third topic : 20 mins c. Review the second topic : 15 mins d. Review the first topic : 10 mins e. Self-Test: 1 hour	EXAM DAY! Dress, eat, and sleep well for the big day!	You did it! Reward yourself for all your hard work! Repeat these steps for each exam!

Preparation Strategies-

- ☐ Create flash cards ☐ Create study sheets ☐ Prepare class and textbook ☐ Create test questions

Review Strategies-

- ☐ Work with a partner to review flash cards ☐ Rewrite study sheet notes in your own words in margins
☐ Reduce class and text notes to the very important points

For more information, contact the Office of Health Promotion
Gasson 025 | 617-552-9900 | healthpromotion@bc.edu | bc.edu/healthpro

Office of Health Promotion
BC STUDENT AFFAIRS

got time? NAIL THOSE PAPERS: 5 Day Writing Plan

S	M	T	W	T	F
RESEARCH • Brainstorm topic and ideas ◦ Organize class notes and create potential topic to research • Discuss topic with professor ◦ Schedule office hours appointment • Search for scholarly articles ◦ library.bc.edu • Summarize and take notes on each source	OUTLINE • Organize flow of paper using class notes and sources Here is one way to create an outline: I. Main Topic A. Subtopic 1. Key Point a. Detail b. Detail B. Subtopic 1. Key Point 2. Key Point a. Detail b. Detail i. Resource	WRITE • Outline provides a visual structure to begin writing • Review notes and outline to create rough draft of paper • Focus on content and allow ideas to flow freely • Use resources for guidance on how to structure your paper effectively	REVISE • Have another set of eyes look over your paper for content • Schedule office hours if needed Some resources include: ◦ Online Writing Lab (OWL) through the Connor's Family Learning Center ◦ Purdue Owl website for citation help	EDIT • Focus on spelling, grammar and punctuation • Double check your references and in-text citations • Peer edit with your friends and classmates • Give yourself at least 24 hours before paper is due to revise it	PAPER DUE! You did it! Reward yourself for all your hard work! Repeat these steps for each paper!

For more information, contact the Office of Health Promotion
Gasson 025 | 617-552-9900 | healthpromotion@bc.edu | bc.edu/healthpro

Office of Health Promotion
BC STUDENT AFFAIRS

Monday

Where was
your attention
and energy?

Was the focus
mostly
work/academics,
social time, or
self care?

What brought
you joy?

Tuesday

Where was
your attention
and energy?

Was the focus
mostly
work/academics,
social time, or
self care?

What brought
you joy?

Wednesday

Where was
your attention
and energy?

Was the focus
mostly
work/academics,
social time, or
self care?

What brought
you joy?

Thursday

Where was
your attention
and energy?

Was the focus
mostly
work/academics,
social time, or
self care?

What brought
you joy?

Friday

Where was
your attention
and energy?

Was the focus
mostly
work/academics,
social time, or
self care?

What brought
you joy?

Saturday

Where was
your attention
and energy?

Was the focus
mostly
work/academics,
social time, or self
care?

What brought
you joy?

Sunday

Where was
your attention
and energy?

Was the focus
mostly
work/academics,
social time, or self
care?

What brought
you joy?

Fall 2020 Semester

September

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
31 Classes Begin	1	2	3	4	5	6
7 No classes	8	9	10	11 Add/drop Deadline	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

October

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12 No Classes	13 Substitute Mon Schedule	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

November

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25 Thanksgiving Break	26 Thanksgiving Break	27 Thanksgiving Break	28 Thanksgiving Break	29 Thanksgiving Break
30	1	2	3	4	5	6

December

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
30	1	2	3	4	5	6
7	8	9	10	11 Study Day	12 Study Day	13 Study Day
14 Exams Begin	15	16	17	18	19	20
21 Exams End						

September 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3	4	5	6
7 Labor Day: No Classes	8	9	10 Mass of the Holy Spirit	11 Add/Drop Deadline	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27 Yom Kippur (Begins at Sundown)
28	29	30				

To-Do List for Each Major Assignment

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Important times:

I'm grateful for..

Self Care Log...

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Self Care Log...

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Week of:

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Important times:

I'm grateful for..

Self Care Log...

Notes...



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Important times:

I'm grateful for..

Self Care Log...

Notes...

October 2020

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5	6	7	8	9	10	11
12 Columbus: No Classes	13 Substitute Monday Class Schedule	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

To-Do List for Each Major Assignment

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Important times:

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Self Care Log...

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OFFICE OF HEALTH PROMOTION

Week of:

MONDAY

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Important times:

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Self Care Log...

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Important times:

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I'm grateful for..

Self Care Log...

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Important times:

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I'm grateful for..

Self Care Log...

Notes...

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Times:

November 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25 Thanksgiving Break	26 Thanksgiving Break	27 Thanksgiving Break	28 Thanksgiving Break	29 Thanksgiving Break
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To-Do List for Each Major Assignment

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MONDAY

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Weekly To Do's:

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Important times:

THURSDAY

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Times:

I'm grateful for..

Self Care Log...

Notes...

FRIDAY

Must Do:

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Times:

MONDAY

Must Do:

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Times:

Weekly To Do's:

(Assignments)

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TUESDAY

Must Do:

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Times:

WEDNESDAY

Must Do:

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Times:

SATURDAY/SUNDAY

Must Do:

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Important times:

THURSDAY

Must Do:

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Times:

I'm grateful for..

Self Care Log...

Notes...

FRIDAY

Must Do:

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Times:

MONDAY

Must Do:

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Times:

Weekly To Do's:

(Assignments)

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TUESDAY

Must Do:

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Times:

WEDNESDAY

Must Do:

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Times:

SATURDAY/SUNDAY

Must Do:

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Important times:

THURSDAY

Must Do:

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Times:

I'm grateful for..

Self Care Log...

Notes...

FRIDAY

Must Do:

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Times:

MONDAY

Must Do:

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Times:

Weekly To Do's:

(Assignments)

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TUESDAY

Must Do:

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Times:

WEDNESDAY

Must Do:

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Times:

SATURDAY/SUNDAY

Must Do:

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Important times:

THURSDAY

Must Do:

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Times:

I'm grateful for..

Self Care Log...

Notes...

FRIDAY

Must Do:

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Times:

December 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3	4	5	6
7	8	9	10 Hanukkah (Begins at Sundown)	11 Study Day	12 Study Day	13 Study Day
14 Exams Begin	15	16	17	18 Hanukkah Ends at Sundown	19	20)
21 Exams End	22	23	24 Christmas Eve	25 Christmas Day	26 Kwanzaa Begins	27
28	29	30	31 New Year's Eve			

To-Do List for Each Major Assignment

[illegible]

MONDAY

Must Do:

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Times:

Weekly To Do's:

(Assignments)

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TUESDAY

Must Do:

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Times:

WEDNESDAY

Must Do:

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Times:

SATURDAY/SUNDAY

Must Do:

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Important times:

THURSDAY

Must Do:

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Times:

I'm grateful for..

Self Care Log...

Notes...

FRIDAY

Must Do:

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Times:

MONDAY

Must Do:

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Times:

Weekly To Do's:

(Assignments)

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TUESDAY

Must Do:

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Times:

WEDNESDAY

Must Do:

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Times:

SATURDAY/SUNDAY

Must Do:

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Important times:

THURSDAY

Must Do:

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Times:

I'm grateful for..

Self Care Log...

Notes...

FRIDAY

Must Do:

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Times:

Finals Planning Grid – December 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6	7	8	9	10	11 Study Day	12 Study Day
13 Study Day	14 Exams Begin	15	16	17	18	19
20	21 Exams End					

To-Do List for Each Exam, Paper, or Project

Exam 1

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Exam 2

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Exam 3

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- ☐ _____
- ☐ _____
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Exam 4

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- ☐ _____
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Exam 5

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- ☐ _____
- ☐ _____
- ☐ _____

Exam 6

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Office of Health Promotion

BC STUDENT
AFFAIRS

Week of:							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
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NOTES & BRAINSTORMING