Capstone: Personal Student Success Plan

STU-101 · Student Success 101

A one- to two-page plan that pulls the whole course together: why you're here, how you learn, how you study, how you run your week, how you stay well, and what you'll do when things go wrong. You build it across all four modules and finish it in Module 4, Session 4.

How to use it

- **Keep it short.** One to two pages is enough, and a short plan is more likely to get reread.
- **Be specific.** "Sleep more" is a wish. "In bed by 11 p.m. on weeknights" is a plan. There's a worked example below the template.
- **Pull from your handouts.** Nearly every section is something you've already written. Copy it over and trim it.
- **Draft as you go.** Write a section at the end of each module so Session 4 is for assembling and polishing. The table below shows when each section is ready to draft.
- **Keep it where you'll see it.** Typed, handwritten, or a one-page poster all work.

Where each section comes from

Plan section	Pull from	Ready to draft
1. My motivation	Handout 1-C	End of Module 1
2. How I learn	Handouts 1-A, 1-B	End of Module 1
3. How I study	Handout 2-D (and 2-B)	End of Module 2
4. How I run my week	Handouts 3-B, 3-C, 3-D	End of Module 3
5. How I stay well	Handouts 4-A, 4-B, 4-C	Module 4
6. If things go wrong	Handouts 4-C, 4-D	Module 4
7. 30 / 60 / 90 days	Your SMART goals (Handout 1-D)	Module 4
8. Accountability	Your choice	Module 4

The template

1. My motivation (2–3 sentences)

Why I'm here, in my own words.

Sample start: "I'm doing this because…"

2. How I learn

My top 2 strengths, 2 challenges, and the workaround I trust most. One growth reframe I'll use when I get stuck.

3. How I study

My top 3 strategies, each with a use-case.

Sample: "Retrieval practice: after each reading, close the book and write what I remember."

4. How I run my week

My planner and note system, my weekly plan skeleton (fixed commitments, focus blocks, buffer), my Sunday reset time, and my first move when I catch myself procrastinating (my if–then plan).

5. How I stay well

My sleep target, my two recovery strategies, my early warning signs, and my top 3 supports with how to use each.

6. If things go wrong

My first three moves after a bad grade, a crisis, or a low week.

If you ever feel unsafe or in crisis, the Get Help page on the site lists crisis lines and ways to find support. In the US, you can call or text 988 at any time.

7. 30 / 60 / 90 days

Checkpoint	Focus	Sample lines to adapt
Day 30	Make the routines stick	"Do the Sunday reset 4 weeks in a row. Complete one full Day 1 / 3 / 7 spaced cycle for [subject]. Keep the sleep log going."
Day 60	Test and adjust	"Run one exam or assignment prep plan from start to finish and do the after-action review. Cut one low-value habit. Check in with my accountability partner."
Day 90	Audit and rewrite	"Repeat the time audit and compare it with my Week 3 results. Rewrite this plan, keeping what worked."

8. Accountability

Who will I share this with, and when will I check in?

Worked example

This is one way a finished plan can look. Yours will be different, and rough is fine.

1. **My motivation.** I'm doing this to pass my certification exam and get a steadier job for my family. I'm tired of feeling stuck. I want this stretch to feel calm, not frantic.
2. **How I learn.** Strengths: I keep going once I've started, and I ask good questions. Challenges: I put off the first step on big projects, and I lose focus after about 20 minutes of reading. Workaround: a 25-minute timer. Reframe: "I'm bad at tests" becomes "I haven't passed a practice test yet, so I'll start with 10-question quizzes and ask my sister to quiz me."
3. **How I study.** Blank-page retrieval for 10 minutes after every study session. A Day 1 / 3 / 7 schedule for each set of chapters. SQ3R on the long chapters, one section at a time.
4. **How I run my week.** Paper planner for my calendar, phone notes for everything else. Study Tuesday and Thursday after dinner and Saturday morning, with one evening kept free as a buffer. Sunday reset at 7 p.m. If I'm too tired to start, I'll do 10 minutes and decide whether to keep going.
5. **How I stay well.** Sleep target: 7 hours, in bed by 11:30 on weeknights. Recovery: a 10-minute walk when I've read the same paragraph twice, and a 5-minute self-compassion break after a bad practice score. Early warning signs: I skip lunch, I stop answering texts, and I dread tasks I

normally don’t mind. Supports: my sister (weekly check-in), the library’s Saturday tutoring, and a community clinic for counseling if a low week lasts two weeks.

6. **If things go wrong.** Bad grade: wait 24 hours, write down what I missed and why, then take it to the tutor. Crisis: tell my sister and call 211 for local help. Low week: cut the plan to three tasks and protect my sleep. If I ever feel unsafe, I’ll call or text 988 or call my sister.
7. **30 / 60 / 90 days.**

Checkpoint	Plan
Day 30	Sunday reset four weeks in a row. One full Day 1 / 3 / 7 cycle done for chapters 1–3. One timed practice test taken.
Day 60	The exam is behind me. Do the after-action review and pick my next goal.
Day 90	Repeat the time audit and rewrite this plan, keeping what worked.

8. **Accountability.** My sister. First check-in: Sunday, two weeks from today.

After the course

- **Check in weekly.** Spend 10 minutes asking: How’s my sleep? How’s my stress? Is the system holding? What’s the one fix? You can fold it into your Sunday reset.
- **Share it.** Showing your plan to someone makes it easier to follow through. Schedule your first check-in within two weeks of finishing.
- **Revisit at 90 days.** Repeat the time audit and rewrite the plan, keeping what worked.