



Next Steps for Success Worksheet

Office of Student Success

This worksheet is designed to help you develop a plan for returning to good academic standing and meeting the academic standards to maintain federal financial aid. It is important that you are honest and realistic so that you can develop a plan that is achievable and workable for you.

Getting Ready – Review Your Goals!

In a previous session you have learned about the importance of setting goals. You have begun developing the skills required to set your own realistic academic goals and developing a plan to attain them. Take a few minutes to list those goals.

Goal
1.
2.
3.

Developing your “Next Steps for Success” will involve looking at past challenges that you have had and developing strategies to overcome those challenges and ultimately reach the goals you have set for yourself.

Now that you’ve written your goals, keep them in your mind as you go through the next steps and feel free to refer back to them as you go along.

Step 1: Identify the challenges you encountered last semester.

Using the boxes below, identify the three greatest challenges you faced last semester and how they interfered with your academic success.

Challenge	How did this interfere with your success? (be specific)
1.	
2.	
3.	

Sample Challenges

- I didn't attend class
- I didn't take notes in class
- I was often distracted in class due to texting, surfing the internet, etc.
- I didn't turn in all of my assignments (or turned them in late)
- I didn't submit my CA
- I didn't have a field placement
- I didn't study enough
- I wasn't sure how to study effectively
- I didn't manage my time well
- I didn't realize how much time and work was involved with an online class
- I spent too much time on the internet and/or social media
- I wasn't organized enough
- I missed one or more tests
- I didn't do the online assignments
- I procrastinated
- I didn't keep up with reading assignments
- I didn't participate in class
- I had trouble adjusting to college life
- I had test anxiety
- I am uncertain about my educational goals
- I allowed use of alcohol or other drugs to interfere with my academics
- I had difficulty prioritizing between school work and social activities
- I wasn't motivated
- I wasn't sure that I wanted to be at MCNY
- I had personal problems or issues
- I had health problems
- I had trouble balancing work and class
- I had doubts about my choice of academic program
- I became frustrated about my performance and just gave up
- I didn't buy the book for the class
- I had financial problems last semester
- I had difficulty with the subject matter in one or more of my classes
- I was homeless or had an unstable living environment
- I had problems with childcare
- I had to deal with a health issue for a close family member
- Other (be specific) _____
- _____
- _____
- _____

Step 2: Generate potential solutions for overcoming the challenges you listed.

Use the matrix below to list the challenges you faced last semester and three potential solutions for each.

Challenge	Solution #1	Solution #2	Solution #3
1.			
2.			
3.			

Sample Solutions

- Meet with my advisor in Student Services to develop a plan for academic success
- Contact the LEC to schedule and attend tutoring sessions
- Meet with a peer mentor who can relate to my issues
- Develop a realistic time management plan
- Attend all of my classes
- Go to class prepared
- Stay focused in class
- Set a study schedule and follow it
- Create a schedule for doing my online coursework
- Study in a place that allows me to get my work done
- Make better choices regarding my health, sleeping and eating habits
- Make better choices regarding my use of alcohol and/or other drugs
- Get to know my professors
- Ask my professor for help if I am having

- difficulty in a course
- Meet with someone in the Office of Student Disability Services
- Meet with an advisor in Student Services to find outside counseling resources
- Meet with Career Services for assistance in finding an internship
- Meet with Career Services for assistance in finding employment
- Meet with Financial Aid to make sure that I am maximizing my options for aid
- Meet with the Bursar to develop a reasonable payment plan for my tuition
- Develop a complete plan for childcare
- Register early so that I have enough time to plan my schedule
- Other solutions that will allow me to be successful _____
- _____
- _____

Step 3: Commit to workable and achievable solutions.

Using the matrix below, list the three most achievable solutions you are willing to try, how these solutions may help you, and what each will require of you to complete.

Solution	How will this help me?	What will it require of me in terms of time and effort?
1.		
2.		
3.		

Step 4: Develop your plan for success!

Now it's time to put all of this together. Look at the challenges you've described. Think about how those challenges might have blocked your academic success in the past. Now look at the solutions that you have generated and how you can use them to overcome those challenges and attain your goals.

Write at least five "I will..." statements below. These are the five things that you will do over the coming weeks. Don't think of this list as things you will try or things you will consider; these are five actions you WILL take. This is your plan for next steps to success, and when you commit to it, you WILL succeed.

To succeed and attain my goals...

"I will..." _____

"I will..." _____

"I will..." _____

"I will..." _____
