### Productivity and Organization

**Designing a Weekly Schedule**  
Learn about time management strategies through designing a weekly calendar or making improvements to an existing schedule. Feel good about your 24 hours, 7 days a week!

**Focus and Concentration**  
Explore ways to increase focus and concentration, including strategies to help you stay on task. You will have a chance to reflect on your common distractions and problem solve.

**Motivate Yourself to Action**  
Feeling stuck? Let’s take control and bridge the gap between where you are and where you want to be. Through reflective and planning activities, we will motivate ourselves to action.

**Project Management**  
Managing projects is a skill you can apply in and out of the classroom. We will discuss how to identify, break down and schedule a large project or complex assignment.

**Task Management**  
Having trouble juggling competing responsibilities and tasks? Let’s discuss how to strike a better balance through prioritization and to-do lists.

### Study Systems

**Communicating with Professors**  
What are best practices for communicating and building relationships with professors? We will discuss e-mail, office hours, and mentorship.

**Maximizing Lecture**  
Let’s analyze the role of lecture—expectations, challenges, and opportunities—in our learning. We will discuss strategies to use prior to, during, and after lecture.

**Reading at the Research University**  
Read to remember! Explore active techniques for engagement and efficiency. We will practice concept mapping as a way to capture and organize the information we read.
Strategies for Test Taking
How can I become a better test taker? How can I better manage test-induced anxiety?
We will cover techniques for multiple exam formats (multiple choice, short answer, etc.).

Study Smarter, Not Harder
How do you know what you know? How do you prepare for exams? Let’s discuss strategies that can help make study sessions more effective and efficient.

Thrive Versus Survive
Let’s examine our behaviors and habits to design action plans for changes we want to make to our study systems. What's working, what could be working better?

Designing and Delivering Presentations
Presentation skills are useful in and outside the classroom. Come learn techniques for creating an effective presentation, as well as best practices for public speaking.

Financial Readiness
Learn the basics of money management and design a spending plan. We also cover resources for reducing and monitoring expenses.

My Five-Year Plan(s)
Join us in designing your next five years! We will be designing multiple five-year plans covering personal, professional, and academic goals. Options open!

Naming Your Purpose
Searching for purpose? Want support in exploring and naming your purpose? Let’s try connecting what you love, what the world needs, what pays, and what you’re good at.

Upgrade Your Goal
Bring a goal, leave with a solid plan. We are here to help you build out a plan that sets you up for goal achievement and success.