Plan to **get the most out of YOUR Reading Week** with this simple four-step self assessment!

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## Step 1. Consider what a good break might look like for you

Based on surveys of Waterloo students and current research, here are some **tips** on what a good break looks like for undergraduate students:

### To focus on your academic success

* Catch up on schoolwork
* Connect with your instructors or teaching assistants
* Take advantage of learning resources (Student Success Office, Library, Writing & Communication Centre)

### To relax and take a break

* Get lots of rest
* Take a relaxing staycation
* Do something fun
* Connect with family and friends

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## Step 2. Check in with yourself

Now more than ever it’s important to **check in with yourself** and figure out what **YOU** need from your Reading Week. **I need to:**

* Catch up on readings and assignments
* Study for upcoming midterms/tests
* Take time for rest and personal wellness
* Access resources and seek support
* Connect with friends/family in person or online
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##  Step 3. Create a plan

One way to plan for a good break is to create a [**task list**.](https://uwaterloo.ca/student-success/sites/ca.student-success/files/uploads/files/1_dailytodolists.pdf) Write down what you hope to achieve/do over the break and then start to prioritize each item on the list:

* + High - for tasks that are urgent and/or need to get done
	+ Low - for tasks that you *could* do if you have time, but don’t have to do

|  |  |  |
| --- | --- | --- |
| **Task** | **Priority** | **Due date** |
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|  |  |  |
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## Step 4. Identify your supports to help stay on track

Sometimes the best way to keep things moving along is to have a little help! Plan to **connect regularly** with a friend, classmate, or family member on how you’re doing, what you’re doing, and what’s coming up. They can support you in being accountable, regrouping when you need to, and help to **celebrate your successes**!

To help keep me on track, I will connect with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_