

Step 2: Create a Work Plan and Calendar

Use these worksheets to create a calendar for college applications. A final college list is unnecessary for **Step 2.1**, but to plan effectively, knowing every requirement and deadline for the colleges on your list will establish the foundation for your Calendar. In **Steps 2.2 and 2.3**, use your phone, computer, or paper on the wall to create a Calendar and plan backwards to complete the work necessary for college admission, e.g. taking college entrance exams, researching financial options, writing college essays, uploading official transcripts, and reviewing the application. Use the Checklist in **Step 2.4** to monitor your application progress. **Step 2** is time to plan your work, and work your plan.

Step 2.1 Add Deadlines with Hyperlinks to your College List

Deadlines and requirements vary by college. In the table below, enter the exact dates with hyperlinks to the admissions page of each college. Use this preliminary college list for planning; then, update your calendar after **Step 4**.

2.1	Name of College	Regular Deadline	Early Deadline	Hyperlink to Admission Deadlines and Requirements	

Step 2.2 Create a Calendar with Tasks and Deadlines

Below are a number of tasks that you should complete before you file your college applications. Begin these tasks on or before August 1 or as soon as possible thereafter.

2.2	Tasks for August	Date to Complete	Check when Complete	
	Register for an account on Common App			
	Register for accounts at other colleges on your list that are not included within Common App, this may include University of Illinois or University of California			
	You may also want to create an account on the Universal College Application .	Optional	Optional	
	Confirm deadlines and requirements for each college program that you will apply to and write them on your calendar.			
	Schedule any additional Entrance Exams or Subject Tests (ACT, SAT)			
	Read rules and procedures to request transcripts and letters of recommendation at your high school. Many high schools use Naviance with specific policies.			
	Request letters of recommendation			
	Brainstorm ideas and drafts for personal statements			

2.2	Tasks for September, October and November	Date to Complete	Check when Complete	
	Brainstorm ideas for essays and get feedback			
	Write outlines to and solicit feedback			
	Write college essays			
	Write activity descriptions			

2.2	Tasks for September, October and November	Date to Complete	Check when Complete	
	Write essays and complete supplemental materials			
	Complete the entire application, including personal information and financial needs.			
	Request official transcripts and school reports from guidance counselors at high schools and colleges.			
	Confirm submission of letters of recommendation and write thank you notes to recommenders.			
	Meet with representatives, schedule interviews, and make official visits to campus to let the colleges know that you are interested. Make yourself known in the admissions office at your target colleges.			

Step 2.3 Schedule Time to Review and Submit First Application

Some deadlines change from year-to-year and colleges continue to offer new programs and ways to apply, so confirm that you have correct deadlines for every program that you will apply. November 1 is the first deadline for most colleges that have Early Admission, so plan to submit the first application in October. Most colleges have an application deadline for Regular Admission in December or January. Know your deadlines!

2.3	Date to Review and Submit First Application	Review	Deadline	
	College with First Deadline:			

All work is NOT done once you submit an application. As soon as possible, confirm that the college received your completed application. Many colleges will invite students to an application portal with a “To Do” list to follow specific instructions. Complete every task on the “To Do” list given from the college. If the college requires you to submit a copy of your diploma, you must submit it or the college may rescind your offer. The tasks to complete after submitting the application are in **Step 6.3**.

Step 2.4 Step-by-Step Checklists

Use this Checklist from the 6 Steps to Admissions Success to sketch a plan in the “Pre” column. Start with the application deadline, and plan backwards. A counselor will be able to help you set realistic deadlines to “Plan,” you may check when “Complete,” and a college counselor may “Verify” that the step is complete. Check each box when you complete **Steps 1 and 2**, and then get your self-evaluation and plan verified.

Deadlines vary by college. Use the outline of micro-steps from **Step 2.4** to create a calendar and work plan for admissions success. You may begin **Steps 3 and 4** right away. **Step 3** includes reflective prompts to consider possible career tracks, brainstorm personal statements, and guide your research into specific college programs. When you have a more complete college list, **Step 4.6** provides a checklist to plan, monitor, and complete every required task. Update your calendar in **Step 4.6**.

Step	Specific Tasks of the 6 Steps	Pre	Plan	Complete	Verify
1.0	Self-Evaluate with Basic Admission Criteria	Today!			
1.1	Articulate College, Career, and Life Goals	Today!			
1.2	Collect Academic Records, Grades, Tests	Today!			
1.3	List Responsibilities and Leadership in Activities	Today!			
1.4	Specify People for Support and Inspiration	Today!			
1.5	Set Financial Expectations	Today!			
1.6	Schedule the Next Steps	Today!			
2.0	Plan and Work Calendar and Monitor Progress	ASAP			
2.1	Add Hyperlinks and Deadlines to College List				
2.2	Create a Calendar Work Plan to Complete Application				
2.3	Schedule Application Review with Tasks to Complete in Step 6.3				
2.4	Step-by-Step Checklists				
3.0	Reflect and Envision a Track through College and Life	ASAP			
3.1	Explain Career Goals and Possible Paths in Life				
3.2	List What is Important in Life				
3.3	Describe Talents, Strengths and Learning Styles				
3.4	Explain Learning through Experiences with Diversity				
3.5	Brainstorm Ideas for Personal Statements				
4.0	Research and Create a College List with Requirements				
4.1	Start with the Colleges that You Know				
4.2	Identify Positive and Negative Qualities of Programs				

4.3	Add New Colleges to Your List				
4.4	Determine Selectivity and Chance of Admission				
4.5	Make a Short List to Focus Attention on Effective Work				
4.6	Create a Detailed Work Plan and Review Schedule				
5.0	Write Effective Personal Statements				
5.1	Get Organized with College List and Calendar				
5.2	Brainstorm Lots of Ideas and Seek Critical Feedback				
5.3	Outline a Narrative Argument with Concise Points				
5.4	Write a Sloppy Draft 1				
5.5	Read Examples of Good Essays				
5.6	Write a Better Draft 2				
5.7	Self-Revise: Add, Rearrange, Replace, Delete				
5.8	Feedback from Peers, Mentors, Teachers, Counselors				
5.9	Write and Revise with Feedback until Final Draft				
5.10	Proof Read Essays Before Copy-Paste into Application				
6.0	Review Applications and Financial Options				
6.1	Application Review				
6.2	Financial Review				
6.3	Tasks to Complete After Submitting Application				

Use the tools and tables in **Step 2** to create a calendar with deadlines and schedule times to reflect, research colleges, write personal statements, and review your work. This last table for 2.4 is to schedule Webinars/Meetings for each Step.

2.4	Tasks to Complete the Steps	Notes for Work Plan	Webinar	Meeting	
	Step 1: Academic Evaluation				
	Step 2: Calendar and Work Plan				
	Step 3: Envision and Reflect Brainstorm Personal Statements Write Activity Descriptions				
	Step 4: Create College List				
	Step 5: Personal Statements Outline, Draft, and Revise				
	Step 6: Review of Applications Review Financial Offers				