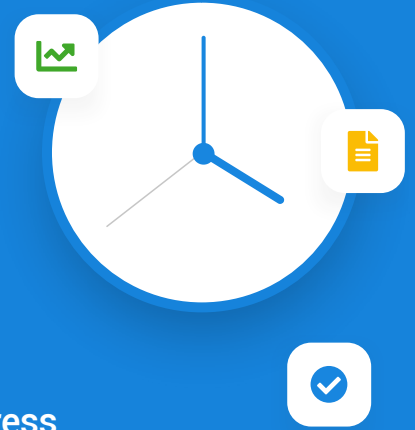


TIME MANAGEMENT TOOLS FOR COUNSELORS

Utilize your calendar to maximize efficiency and minimize stress

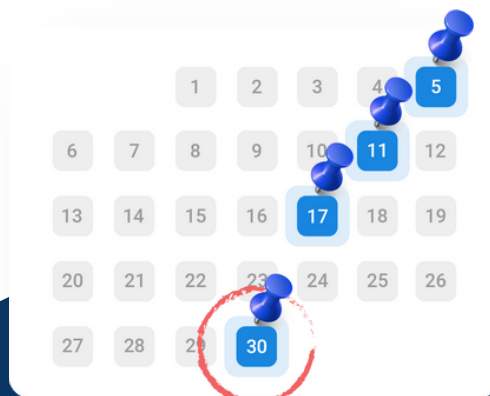


WORKING BACKWARDS FOR DEADLINES

Help students and parents **meet deadlines** for application submissions. For each major application, working backwards and keeping weekly targets is a great strategy that ensures that students stay on track.

Suggested Milestones for Deadline plan:

- **6 weeks prior** - Final application list completed
- **5 weeks prior** - Teacher recommendations confirmed
- **4 weeks prior** - Essay draft completed
- **3 weeks prior** - Finalize application essay
- **2 weeks prior** - Letters of recommendation and supporting documents completed
- **1 weeks prior** - Application and documents sent to college





THE 'LAYERED' CALENDAR

Prepare a layered calendar, based on 'constituencies'. Here's how:

Internal - Counselor's office	Students - Grades 9, 10, 11 and 12	Institution - Administrative office
Parents	Faculty	Alumni



SHARE THE MASTER CALENDAR

- Create a Master **Calendar with all events**, across the year, like college visits, workshops and application dates.
- Share the calendar with all **students and teachers**.
- **Put up flyers** in your office mentioning the major events

TO PLAN YOUR CALENDAR, SCHEDULE MEETINGS AND BOOK COLLEGE VISITS, LOGIN TO YOUR CIALFO ACCOUNT.



ACKNOWLEDGMENT

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