

UW-GEAR UP | DECEMBER **COMMUNICATION & CONTENT CALENDAR**

ATTN: SITE COORDINATORS

Welcome to the December Communication Calendar!

It's time for the dash through December. Some students are playing catch up while others are sailing into the holidays with a gust of confidence. This month's guide will help you identify what your students need and if they are getting it. Weekly check-ins will focus on academics, time management, mental health, and finances. Final exams can be stressful. Managing time can be challenging. Bank accounts can run low. Five or six weeks at home can be long. If your students have been slow to respond, consider scheduling a face-to-face meeting while they are visiting home for the holidays. As always, feel free to reach out to me if you have any questions. I'm grateful to be in your corner.

If you have any questions or concerns, please feel free to reach out to me at: harlan@helpmeharlan.com.

Happy Holidays!

-Harlan

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COMMUNICATION & CONTENT CALENDAR

WEEK #1 – ACADEMICS

DIRECTIONS: Copy, Paste, and Text the message below.
SUGGESTED TIMELINE: Send RATE IT, TEXT IT every Monday

MESSAGE:

RATE IT | TEXT IT: Respond with number 1-10
How are you feeling about final exams? (1-STRESSED 10-WILDLY CONFIDENT)

DIRECTIONS: Send the message below as a follow-up text
SUGGESTED TIMELINE: Send the text below a few minutes after the first message.

NEXT MESSAGE:

QUESTION: Why are you feeling stressed or wildly confident?

DIRECTIONS: Text the messages below.
SUGGESTED TIMELINE: Send one (1) TO-DO message each week (later in the week)

TO-DO: Set up review sessions with professors, teaching assistants, and tutors to prepare for finals

WEEK #2 – TIME MANAGEMENT

DIRECTIONS: Copy, Paste, and Text the message below.
SUGGESTED TIMELINE: Send RATE IT, TEXT IT every Monday

RATE IT | TEXT IT: Respond with a number 1-10
It has been very easy for me to manage my time this year (1-TOTALLY FALSE 10-VERY TRUE)

DIRECTIONS: Send the message below as a follow-up text
SUGGESTED TIMELINE: Send the text below a few minutes after the first message.

NEXT MESSAGE:

QUESTION: What has been the most challenging part of your life to manage this term?

DIRECTIONS: Text the message below.
SUGGESTED TIMELINE: Send one (1) TO-DO message each week (later in the week)

TO-DO: Talk to juniors and seniors you respect and ask them for their time management secrets

WEEK #3 – FINANCES

DIRECTIONS: Copy, Paste, and Text the message below.
SUGGESTED TIMELINE: Send RATE IT, TEXT IT every Monday

RATE IT | TEXT IT: Respond with number 1-10
I have enough money to take care of food, shelter, and basic needs (1=Not Even Close 10=Yes)

DIRECTIONS: Send the message below as a follow-up text
SUGGESTED TIMELINE: Send the text below a few minutes after the first message.

NEXT MESSAGE:

QUESTION: What unexpected expenses surprised you? Do you currently need financial help?

DIRECTIONS: Text the message below.
SUGGESTED TIMELINE: Send one (1) TO-DO message each week (later in the week)

TO-DO: Check in with the financial aid office and ask about any scholarships, grants, or jobs. See if your campus has a student food pantry.

WEEK #4 – HOLIDAYS

DIRECTIONS: Copy, Paste, and Text the message below.
SUGGESTED TIMELINE: Send RATE IT, TEXT IT every Monday

MESSAGE:

RATE IT | TEXT IT: Respond with number 1-10
I look forward to spending time with my family over the holidays (1-NOOOO 10-YESSS)

DIRECTIONS: Send the message below as a follow-up text
SUGGESTED TIMELINE: Send the text below a few minutes after the first message.

NEXT MESSAGE:

QUESTION: What's the best part of spending time with your family? What is the worst part?

DIRECTIONS: Text the message below.
SUGGESTED TIMELINE: Send one (1) TO-DO message each week (later in the week)

TO-DO: Make a list of 5 things you want to accomplish over winter break. Use Evernote (free app) to list and track your goals.
