GRAB Control of Your Time
GRAB concept adapted from Carol C. Kanar’s The Confident Student, 4th Edition (Houghton Mifflin, 2001)
The Academic Resource Center

Set a Goal (G)
Identify your priorities for the week

Determine Your Responsibilities (R)
Make a Daily “To Do” List

Analyze Where Your Time Goes (A)
Identify most efficient ways to use time

Balance Work, Play, Studies (B)
Map your activities on a weekly schedule