

A large, solid purple circle that serves as a background for the module title.

MODULE 5:

STAYING ON TRACK – ORGANIZATION AND MOTIVATION



With numerous opportunities, deadlines, and requirements to manage, it's essential to stay organized and motivated throughout the process. In this module, we'll explore various tips and strategies to help you maintain momentum, effectively juggle deadlines, and submit applications on time. We'll also discuss the importance of celebrating your progress and preparing for the next steps in your academic journey.

MODULE 5: STAYING ON TRACK – ORGANIZATION AND MOTIVATION

By the end of this module, you'll have a better understanding of how to:

- 1 Maintain organization and motivation throughout the scholarship application process.**
- 2 Implement strategies for effectively managing deadlines and submitting applications on time.**
- 3 Acknowledge and celebrate your achievements and milestones during the application process.**
- 4 Plan for the transition to post-secondary education and ongoing scholarship opportunities.**



Additionally, you'll have the opportunity to participate in an activity that will guide you through creating a personalized scholarship application timeline and checklist. This will further enhance your organizational skills and increase your chances of success in securing financial aid for your post-secondary education.

1 Tips for Maintaining Momentum and Organization Throughout the Scholarship Application Process

As you embark on your journey to secure scholarships, staying organized is crucial for maximizing your chances of success. One effective way to manage the application process is by developing and updating a scholarship application calendar. This calendar will help you keep track of deadlines, requirements, and other essential information, ensuring you never miss an opportunity. Here's how to create and maintain your scholarship application calendar:

1

Choose a calendar format:

Select a calendar format that works best for you, whether it's a physical calendar, digital calendar, or spreadsheet. Ensure that your chosen format allows for easy updates and can be easily accessed throughout the scholarship application process.

2

Populate your calendar with deadlines and requirements:

Transfer the deadlines and requirements from your compiled list of scholarship opportunities to your calendar. Be sure to include all relevant information, such as application materials, essays, recommendation letters, and any additional steps required for each scholarship.

3

Prioritize scholarship opportunities:

Organize your calendar by prioritizing scholarships based on factors such as deadline, award amount, and alignment with your goals. This will help you focus on the most valuable opportunities and manage your time effectively.

1 Tips for Maintaining Momentum and Organization Throughout the Scholarship Application Process

4

Set reminders and milestones:

To avoid missing deadlines, set reminders for each scholarship opportunity a few days or weeks in advance. Additionally, establish milestones to break down the application process into manageable steps, such as researching, drafting essays, and requesting recommendation letters.

5

Update your calendar regularly:

As you progress through the scholarship application process, new opportunities may arise, or existing ones may change. Regularly update your calendar to reflect these changes and ensure you have the most accurate information at your fingertips.

6

Review and assess your progress:

Periodically review your calendar and assess your progress on each scholarship application. This will help you identify any bottlenecks or areas where you may need to allocate more time or resources. By developing and maintaining a scholarship application calendar, you'll have a clear and organized roadmap for navigating the complex world of scholarships. This will ultimately increase your chances of securing the financial aid you need to support your academic journey.

2 Strategies for Juggling Deadlines and Submitting Applications on Time

To increase your chances of securing scholarships, it's essential to prioritize opportunities, manage your time effectively, and seek support from your network.

Here's how you can excel in each of these areas:

1

Prioritizing scholarships based on deadlines, eligibility, and potential award amounts: When managing multiple scholarship opportunities, it's crucial to prioritize them based on factors that will have the most significant impact on your success.

Consider the following when prioritizing:

- **Deadlines:** Focus on scholarships with upcoming deadlines to avoid missing out on opportunities. Use your calendar to keep track of these dates and ensure you submit your applications on time.
- **Eligibility:** Evaluate your eligibility for each scholarship and prioritize those that are the best fit for your profile. This will increase your chances of being awarded financial aid.
- **Potential award amounts:** Prioritize scholarships with higher award amounts, as they can make a more significant impact on your financial needs. However, don't disregard smaller awards, as they can add up and still provide valuable assistance.

2 Strategies for Juggling Deadlines and Submitting Applications on Time

2

Breaking down application tasks into smaller, manageable steps: Divide the scholarship application process into smaller tasks to make it more manageable. For example, break down the process into the following steps:

- **Researching scholarship opportunities**
- **Creating a list of required materials (e.g., essays, transcripts, recommendation letters)**
- **Drafting and revising essays**
- **Requesting recommendation letters**
- **Submitting applications**

By tackling one task at a time, you'll reduce stress and maintain a clear focus on each aspect of the application process.

3

Allocating sufficient time to complete each task, including proofreading and revisions:

Ensure you allocate enough time to complete each task thoroughly and thoughtfully. Avoid rushing through the process, as this can lead to mistakes and lower-quality submissions. Build in time for proofreading and revisions, as this will help you submit polished and well-crafted applications. Creating a schedule or timeline can be helpful in managing your time effectively.

2 Strategies for Juggling Deadlines and Submitting Applications on Time

4 **Enlisting support from friends, family, or school counsellors to hold you accountable and provide guidance, proofreading and revisions.**

Having a support network can make a significant difference in your scholarship application journey. Involve friends, family members, or school counsellors in your process to help you stay accountable and on track. They can offer valuable advice, and encouragement, and even proofread your essays or other materials. Additionally, their guidance can help you navigate the complexities of the application process and identify potential opportunities you may have overlooked.

3 Celebrating Your Progress and Preparing for the Next Steps

As you navigate the scholarship application process, it's essential to celebrate your progress and anticipate upcoming challenges. Here's how to prepare for the next steps in your academic journey:

1 **Acknowledge and celebrate milestones and successes throughout the application process.**

As you progress through the application process, take note of each accomplishment. This could include completing a well-written essay, submitting an application on time, or receiving a promising response from a scholarship committee. Each milestone reached in the application process is worth celebrating. So, take a moment to acknowledge and appreciate your hard work. Recognizing these achievements helps build your confidence and reminds you of the progress you've made.

3 Celebrating Your Progress and Preparing for the Next Steps

2

Reflect on lessons learned and identify areas for improvement.

Take time to reflect on your experiences throughout the scholarship application process. Evaluate both your successful and unsuccessful scholarship applications. Examine what worked well and what aspects may have contributed to any setbacks. Based on your analysis and feedback, pinpoint specific areas where you could improve. This could include enhancing your writing skills, refining your scholarship search strategy, or developing better time management techniques.

Once you've identified areas for improvement, set realistic and achievable goals to address these issues. Break down your goals into smaller steps and establish a timeline to track your progress. For example, if you want to improve your essay writing skills, set a goal to attend a writing workshop or complete an online course within a specific timeframe. Incorporate new strategies and techniques to tackle your identified areas of improvement. For instance, you could try using an outline to structure your essays more effectively or adopt a time management tool to help you stay organized during the application process.

3 Celebrating Your Progress and Preparing for the Next Steps

3 Preparing for possible interviews, follow-up actions, or additional documentation requests

Some scholarship opportunities may require additional steps beyond the initial application, such as interviews, follow-up actions, or submitting extra documentation. Being prepared and organized can make a significant difference in your success during these stages. Here's how you can effectively prepare for these requirements:

- **Anticipate potential requirements:** Based on your research and the scholarships you've applied for, anticipate any additional requirements that may arise. This could include interviews, supplementary essays, or submitting further documentation like financial records or updated transcripts.
- **Gather necessary materials in advance:** Stay organized by gathering any required materials ahead of time. Keep a digital folder or physical binder with all relevant documents, so you can quickly access and provide them when needed.
- **Develop your interview skills:** For scholarships that require an interview, it's essential to develop strong communication skills. Practice answering common interview questions, focusing on providing concise and compelling responses that highlight your strengths, achievements, and fit for the scholarship. Consider conducting mock interviews with friends, family members, or mentors to receive feedback and build confidence.
- **Research the scholarship organization:** Before any interview or follow-up action, research the organization offering the scholarship. Understand their mission, values, and goals, as this information can help you tailor your responses and demonstrate your alignment with their objectives.

3 Celebrating Your Progress and Preparing for the Next Steps

3 Preparing for possible interviews, follow-up actions, or additional documentation requests

- **Prepare questions to ask the interviewer:** During scholarship interviews, you'll often have the opportunity to ask questions. Prepare thoughtful questions that showcase your interest in the scholarship and the organization. This can also help you gather valuable information to inform any follow-up actions or future applications.
- **Stay professional and polished:** Throughout the entire process, maintain a professional and polished demeanour. This includes dressing appropriately for interviews, submitting well-formatted and error-free documents, and communicating respectfully and professionally in all interactions.
- **Follow up and express gratitude:** After an interview or when providing additional documentation, follow up with a thank-you message expressing your appreciation for the opportunity to apply for the scholarship. This demonstrates your professionalism and can leave a positive impression on the scholarship committee.

4 Planning for the transition to post-secondary education and ongoing scholarship opportunities

The transition to post-secondary education can be both exciting and challenging. As you prepare for this new stage in your academic journey, it's essential to plan for various aspects of the transition and continue exploring scholarship opportunities. Here's how you can effectively prepare and maximize your financial aid prospects:

3 Celebrating Your Progress and Preparing for the Next Steps

4 Planning for the transition to post-secondary education and ongoing scholarship opportunities

Here's how you can effectively prepare and maximize your financial aid prospects:

- **Research housing options:** Research different housing options available at your chosen institution, such as on-campus dormitories, off-campus apartments, or shared housing. Consider factors like cost, location, and amenities when making your decision. Apply for housing early, as some options may have limited availability.
- **Explore meal options:** Many colleges and universities offer meal plans for students living on or near campus. Research the available plans, taking into account your dietary preferences, budget, and schedule. Choose a plan that best meets your needs and provides convenience and flexibility.
- **Register for courses:** Familiarize yourself with the course registration process and timeline at your institution. Plan your course schedule in advance, considering factors like prerequisites, course load, and graduation requirements. Be prepared to register for classes as soon as the enrollment period opens to secure your desired schedule.
- **Understand financial aid options:** In addition to scholarships, explore other financial aid options like grants, work-study programs, and student loans. Research eligibility criteria and application processes to ensure you're taking advantage of all available resources to fund your education.

3 Celebrating Your Progress and Preparing for the Next Steps

4 Planning for the transition to post-secondary education and ongoing scholarship opportunities

- **Continue searching for scholarship opportunities:** Scholarship opportunities are not limited to incoming students. Many institutions and organizations offer scholarships for current students based on factors like academic performance, extracurricular involvement, or financial need. Stay proactive in your scholarship search and continue applying for relevant opportunities throughout your academic journey.
- **Get involved in campus activities:** Participating in campus activities, clubs, and organizations can enhance your college experience and provide opportunities for personal and professional growth. Involvement in these groups may also open doors to additional scholarship opportunities or connections that can support your academic success.
- **Develop a budget and financial plan:** Create a budget and financial plan for your post-secondary education, factoring in tuition, housing, meal plans, textbooks, transportation, and personal expenses. This will help you manage your finances effectively and identify areas where additional scholarships or financial aid could be beneficial. By planning for the transition to post-secondary education and remaining proactive in your scholarship search, you'll set yourself up for success in your academic journey. Remember that securing financial aid is an ongoing process, and staying organized, prepared, and engaged will help you maximize your opportunities for assistance.

3 Celebrating Your Progress and Preparing for the Next Steps

5 Building a network of support and mentorship

Connect with fellow students, faculty, and professionals in your field to build a network of support and mentorship. These connections can provide valuable advice, resources, and opportunities for personal and professional growth. Engage in campus activities, join clubs or organizations, and attend networking events to expand your network and enrich your post-secondary experience.

By celebrating your progress, reflecting on your experiences, and preparing for the next steps, you'll continue to thrive throughout the scholarship application process and beyond. Embrace the challenges and successes along the way and remember that each step brings you closer to achieving your academic and personal goals.

ACTIVITY: CREATE A PERSONALIZED SCHOLARSHIP APPLICATION TIMELINE AND CHECKLIST

Using the tips and strategies learned in this module, create a personalized scholarship application timeline and checklist to help you stay organized and on track throughout the process.

- 1 Review your current list of scholarship opportunities, updating and expanding it as needed.**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....



ACTIVITY: CREATE A PERSONALIZED SCHOLARSHIP APPLICATION TIMELINE AND CHECKLIST

4 Break down each application into smaller tasks and assign deadlines for completing them.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

WORKBOOK

CHECKLIST

FILL IN THE CHECKLIST SPACES BELOW WITH
EVERYDAY TASKS YOU CAN COMPLETE.

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

REFERENCES

Scholarships Canada: A comprehensive database of scholarships, bursaries, and grants available to Canadian students, searchable by criteria such as field of study, institution, and location.

Universities Canada: This organization represents Canadian universities and provides information on university scholarships and financial aid opportunities.

Government of Canada Student Financial Assistance: The federal government's official website for student financial aid, offering information on grants, loans, and scholarships available to Canadian students.

Yconic: A platform that connects students with scholarship opportunities, financial resources, and a supportive community of peers.

Student Awards: A free scholarship search engine that helps match Canadian high school students with scholarship opportunities based on their personal profiles and preferences.

CanLearn: A government resource that provides information on financial assistance options for post-secondary education, including scholarships, bursaries, grants, and student loans.

Provincial and Territorial Government Websites: Each province and territory in Canada has its own financial aid programs for post-secondary education. Visit the official website for your province or territory to find out more about the specific opportunities available.

SchoolFinder: A search tool for Canadian colleges and universities that also provides information on scholarships and financial aid.

University and College Websites: Many universities and colleges offer entrance scholarships and bursaries for incoming students. Visit the financial aid section of your chosen institution's website to learn about available opportunities.

Local Service Clubs and Organizations: Many local service clubs, like Rotary, Lions Club, and Kiwanis, offer scholarships and bursaries to students in their communities. Check with these organizations to see if they have any opportunities available.

Canada's Luckiest Student: A contest organized by Yconic, where Canadian high school students can enter for a chance to win various prizes, including scholarships and other financial awards.

REFERENCES

Indigenous Bursaries Search Tool: A search tool provided by the Government of Canada to help Indigenous students find bursaries, scholarships, and other financial aid opportunities.

DisabilityAwards.ca: A portal that provides information on scholarships, bursaries, and grants specifically for Canadian students with disabilities.

Legion: Offers scholarships and bursaries for children and grandchildren of veterans, as well as students pursuing specific fields of study related to the military or public service.

Canadian Hospitality Foundation: This foundation offers scholarships and bursaries for Canadian students pursuing careers in the hospitality industry, including culinary arts, hotel management, and tourism.

Engineers Canada: Provides information on various scholarships and awards for Canadian students pursuing engineering degrees at accredited universities.

Canadian Nurses Foundation: Provides scholarships and bursaries for Canadian nursing students enrolled in undergraduate, graduate, or nurse practitioner programs.

Retail as a Career Scholarship Program: Offered by the Retail Council of Canada, this scholarship program is open to Canadian high school students planning to pursue post-secondary education in retail, business, or a related field.

ScholarTree: A platform that helps Canadian students find and apply for scholarships, bursaries, and grants tailored to their academic and personal interests.

The Canadian Medical Association: Provides information on scholarships and bursaries for Canadian medical students enrolled in accredited programs.

The Canadian Society for Chemical Engineering: Provides information on scholarships and awards for Canadian students pursuing chemical engineering degrees at accredited institutions.

The Canadian Occupational Therapy Foundation: Offers scholarships and bursaries for Canadian students enrolled in occupational therapy programs at accredited institutions.