**Division III Advising Meeting Notes and Action Plan**

*For use before, during, and after meetings with your chair and/or committee*

**Before the Meeting:**

Review what you and your committee agreed on in the prior meeting or via email, and think about questions you have for the next meeting. Set an agenda and share it with your committee.

**During the Meeting:**

**Ideas**– Jot down notes about the concepts, topics, questions, etc. that you discuss during the meeting.

**Resources** – Keep track of the resources suggested such as materials you might find, or people on campus who can be of help with your project or with keeping you healthy and on track.

**Action Plan –** before the Next Meeting Next meeting date/time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What will you produce?

When will you get it to the committee so they can review it before the next meeting?

**After the Meeting: Your own work plan**

Who will you meet with (librarians, writing supports, quantitative supports, OARS, wellness center)? Make a meeting soon!

Are there friends, students in a class/similar discipline, others who can give feedback?

What strategies will you use for staying organized and keeping a steady workflow, such as using the Pomodoro Technique pomodorotechnique.com, working at specific times of day, using Trello trello.com to organize tasks, consulting with folks in OARS for help with time management, etc. See sites.hampshire.edu/div3athamp to search for tips.