



Scholarship Essay Planning & Brainstorming Worksheet

(Plan your ideas before writing your essay)

Purpose of the Worksheet

The [Scholarship Essay Planning & Brainstorming Worksheet](#) helps you:

1. Organize your thoughts before writing.
2. Highlight your strengths, personal stories, and achievements.
3. Stay focused on the essay prompt and scholarship goals.
4. Structure your essay logically for maximum impact.

How to Use the Worksheet

1. **Start with the Basics**
 - Write the scholarship name, essay prompt, purpose, and audience to keep your essay aligned with the committee's expectations.
2. **Brainstorm Ideas**
 - List personal experiences, achievements, skills, and future goals.
 - Think about how the scholarship will help you achieve your aspirations.
3. **Plan the Structure**
 - Outline the introduction, body paragraphs, and conclusion.
 - Decide which stories, achievements, or goals go into each section.
4. **Choose Words & Style**
 - Note key words, phrases, and tone.
 - Keep the tone formal but personal; avoid slang or casual expressions.
5. **Check Before Writing**
 - Use the pre-writing checklist to ensure your ideas clearly address the essay prompt, highlight your strengths, and connect your goals to the scholarship.



Scholarship Essay Planning & Brainstorming Worksheet

(Use this blank worksheet to organize your essay ideas)

This blank worksheet helps you plan your [scholarship essay](#) by organizing your thoughts, experiences, achievements, and goals before writing. Complete each section to make your essay focused and impactful.

1 Essay Basics

- Scholarship Name: _____
- Essay Prompt / Question: _____
- Purpose: _____
- Audience / Committee: _____

2 Brainstorming Ideas

- Main Idea / Central Message:

- Personal Stories / Experiences to Highlight:
 1. _____
 2. _____
 3. _____
- Achievements / Skills / Strengths to Include:
 1. _____
 2. _____
 3. _____

- **Future Goals / Aspirations:**

3 Essay Structure

- **Introduction:**

- **Body Paragraph 1:**

- **Body Paragraph 2:**

- **Body Paragraph 3:**

- **Conclusion:**

4 Vocabulary & Style

- Words or phrases to include:

- Tone/Style: _____
- Transitions to use:

5 Student Pre-Writing Checklist (Self-Check)

- My **main idea** clearly addresses the essay prompt.
- My **personal stories** are relevant and engaging.
- My **achievements, skills, or strengths** are highlighted.
- My **goals** are clearly stated and tied to the scholarship.
- My **tone** is formal but personal.

6 Keywords I Plan to Use

- _____
- _____
- _____
- _____
- _____

Powered by:

[IskolarPlaybook™](#) - The Scholar Success System by [PhilScholar](#)

Sample Scholarship Essay Planning Worksheet (Process Example)

See how a student takes notes and plans their essay using the guided worksheet

This sample shows a student actively completing the [Scholarship Essay Planning & Brainstorming Worksheet](#). It demonstrates **how to brainstorm, take notes, and organize ideas** before writing the essay, using real examples from the final essay.

1 Essay Basics (Notes)

- **Scholarship Name:** Future Leaders Scholarship
- **Essay Prompt / Question:** Describe a community project you led and how it impacted others.
- **Purpose:** Demonstrate leadership, problem-solving, and community engagement.
- **Audience / Committee:** Reviewers seeking responsible, driven, and socially conscious students.

2 Brainstorming Ideas (Notes & Highlights)

- **Main Idea / Central Message:** Leadership and organizational skills demonstrated through a community project.
- **Personal Stories / Experiences to Highlight:**
 - Organized a community clean-up project in the local park
 - Coordinated volunteers
 - Managed limited resources
 - Solved unexpected problems
 - Learned perseverance, problem-solving, and motivating a team
- **Achievements / Skills / Strengths to Include:**
 - Leadership & teamwork skills
 - Delegating responsibilities & effective communication

- Resilience & adaptability under pressure
- Organizational skills & planning ahead
- **Future Goals / Aspirations:**
 - Study Environmental Science
 - Design sustainable programs
 - Inspire others to volunteer
 - Make a meaningful contribution to communities

3 Essay Structure (Planning Notes)

- **Introduction:** Introduce the project, main idea, and personal motivation.
- **Body Paragraph 1:** Detail organizing the clean-up project—coordinating volunteers, managing resources, solving problems.
- **Body Paragraph 2:** Explain skills gained—leadership, teamwork, resilience, problem-solving, motivating others.
- **Body Paragraph 3:** Connect experience to future goals—Environmental Science, sustainable programs, inspiring others, meaningful contribution.
- **Conclusion:** Reaffirm commitment to leading initiatives, highlight scholarship benefits, express being a responsible, driven, socially conscious individual.

4 Vocabulary & Style (Notes)

- **Words/Phrases to Include:**

organized a community clean-up project, leading this initiative, coordinated volunteers, managed limited resources, solved unexpected problems, perseverance, problem-solving, motivate a team, leadership, teamwork skills, delegate responsibilities, communicate effectively, encourage others, resilience, adapt under pressure, organizational skills, planning ahead, future goals, Environmental Science, sustainable programs, communities, inspire others to volunteer, develop my skills, meaningful contribution, lead initiatives, lasting positive change, responsible, driven, socially conscious individual
- **Tone/Style:** Formal but personal, reflective and confident
- **Transitions to Use:** Firstly, In addition, Furthermore, As a result, Ultimately

5 Student Pre-Writing Checklist (Self-Check Notes)

- Main idea clearly addresses the essay prompt → Notes emphasize leadership
- Personal stories are relevant → Experience with clean-up project is central
- Achievements/skills highlighted → Leadership, teamwork, problem-solving noted
- Goals clearly stated & tied to scholarship → Environmental Science & community impact
- Tone is formal but personal → Reflective, confident style

6 Keywords Planned for Essay

- organized a community clean-up project
- leading this initiative
- coordinated volunteers
- managed limited resources
- solved unexpected problems
- perseverance
- problem-solving
- motivate a team
- leadership
- teamwork skills
- delegate responsibilities
- communicate effectively
- encourage others
- resilience
- adapt under pressure
- organizational skills
- planning ahead
- future goals
- Environmental Science
- sustainable programs
- communities
- inspire others to volunteer
- develop my skills
- meaningful contribution
- lead initiatives
- lasting positive change
- responsible, driven, socially conscious individual

Powered by:

[IskolarPlaybook™](#) - The Scholar Success System by [PhilScholar](#)

Final Scholarship Essay (Polished Example)

(Based on the planning and notes from the worksheet)

Essay:

During high school, I organized a community clean-up project in our local park. Leading this initiative challenged me in ways I had never experienced before. I coordinated volunteers, managed limited resources, and solved unexpected problems, which taught me perseverance, problem-solving, and how to motivate a team toward a shared goal.

Through this project, I developed strong leadership and teamwork skills. I learned how to delegate responsibilities, communicate effectively, and encourage others to contribute their best efforts. Managing obstacles, such as weather delays and fluctuating participation, strengthened my resilience and ability to adapt under pressure. I also improved my organizational skills and learned the importance of planning ahead.

This experience shaped my future goals. I aspire to study Environmental Science to design sustainable programs that positively impact communities. I want to inspire others to volunteer and contribute actively to their neighborhoods. Receiving the Future Leaders Scholarship will allow me to further develop my skills, focus on my studies, and make a meaningful contribution to society.

I am committed to using the knowledge, skills, and opportunities I gain to lead initiatives that create lasting positive change. This scholarship will help me achieve these goals and continue growing as a responsible, driven, and socially conscious individual.

Student Pre-Writing Checklist (Self-Check)

- My **main idea** clearly addresses the essay prompt.
- My **personal stories** are relevant and engaging.
- My **achievements, skills, or strengths** are highlighted.
- My **goals** are clearly stated and tied to the scholarship.
- My **tone** is formal but personal.

Keywords Used in the Essay

organized a community clean-up project, leading this initiative, coordinated volunteers, managed limited resources, solved unexpected problems, perseverance, problem-solving,

motivate a team, leadership, teamwork skills, delegate responsibilities, communicate effectively, encourage others, resilience, adapt under pressure, organizational skills, planning ahead, future goals, Environmental Science, sustainable programs, communities, inspire others to volunteer, develop my skills, meaningful contribution, lead initiatives, lasting positive change, responsible, driven, socially conscious individual

💡 **Tip:** Before submitting your essay, carefully review the [scholarship requirements](#) for the program you're applying to. Make sure your essay clearly addresses the essay prompt, highlights your achievements, and aligns with the goals of the [scholarship program](#).

Friendly Advice:

Preparing a [scholarship essay](#) can feel challenging, but remember that [scholarship programs](#) are looking for genuine, responsible, and motivated students. Take the time to:

- Organize your ideas using worksheets or planning tools
- Highlight your personal experiences and skills relevant to the [scholarship requirements](#)
- Connect your future goals to the purpose of the scholarship program
- Review your essay for clarity, tone, and completeness before submission

Staying organized and following the [scholarship requirements](#) carefully will help you create a strong, compelling essay that stands out.

Powered by:

[IskolarPlaybook™](#) - The Scholar Success System by [PhilScholar](#)