

GENERAL ACADEMIC LIFE

- Note all assignments, tests, and appointments on a calendar. Use your planner to coordinate your personal and academic activities.
- Read all directions prior to taking tests. Allot appropriate time to each section of the examination.
- Be prepared to stop working on a current project and begin a new one in case the situation changes.
- Keep all notes related to a topic on one page. Make them easily accessible for studying, test taking, and research papers.

STUDY TECHNIQUES

- Prioritize your studies. Identify the most important tasks based on deadlines, percentage of final grade, and difficulty. Balance your workload.
- Underline, highlight, and take notes in margins of books. Summarize main ideas.
- Pick locations where you can study. Figure out why certain environments are better for particular subjects.
- Schedule study breaks to clear your mind. Check on other projects, or make phone calls.
- Break each study session into distinct modules. Plan time to read, write, work on projects, eat, sleep, exercise, and socialize.

RELATIONSHIPS

- Recognize that you can change your personal agenda to meet others' demands. Ponder how you adjust your living and working environment to help others reach their goals.
- Assemble people to work on major class projects and prepare for exams. Name the ways you help your study buddies distribute and redistribute learning tasks.
- Create opportunities for group members to teach each other.
- Plan activities to mark the end of projects and success on exams.

CLASS SELECTION

- Help your instructor plan class projects. Volunteer to assemble needed supplies. Distribute materials to students and collect them at the end of class.
- Figure out ways for your classmates to manage their workloads so that they complete projects on or before the due date.
- Suggest independent study options to your advisors and professors. Design your own curriculum.
- Examine the course catalogs from other schools in the vicinity. Substitute some of these courses for ones on your degree or certification plan.

EXTRACURRICULAR ACTIVITIES

- Orchestrate your study time so that extracurricular activities can fit into your schedule.
- Get involved and stay busy. Mix non-academic projects, appointments, meetings, and tasks into your day or week.
- Coordinate routine activities, special events, trips, parties, and projects for your teammates.
- Mix and match the talents, knowledge, skills, and experience of your classmates to launch a project, move toward a goal, or produce desired outcomes.