

GENERAL ACADEMIC LIFE

- Schedule all assignments, exams, and papers due for the term.
- Clean and organize your living space before any major assignments are due or before an examination period.
- If you are in a self-paced class or a class with minimal structure, develop your own structure to ensure that you meet the class requirements.
- Don't be afraid to color-code tasks on your calendar and your textbooks or notes. This will help you focus and prioritize what you are learning and doing.

STUDY TECHNIQUES

- Before starting papers, talk to instructors to find out what they expect and how they will grade the papers.
- When you come across an unfamiliar word, finish the sentence, look the word up, then reread the sentence.
- When preparing for a test, get organized. Collect all notes, have terms defined and facts highlighted and/or listed, and have possible questions available.
- When you are working on a paper, it may be best to make an outline, breaking the topic down into parts that you can work on individually.
- Use your discipline to stay ahead in reading assignments. Go over your lecture notes within 12 hours of taking them.
- Make a list of all academic tasks that you need to complete for the day. Check items off as you complete them.

RELATIONSHIPS

- Find some friends who are as organized as you are. You will not disappoint each other.
- Be the organizer for your friends, giving them friendly calls to remind them of when and where you are meeting for dinner, a movie, or other get-togethers.
- Delight in a partnership of planning a trip or fun event with a friend. Write down each detail so that the event will meet expectations for both of you.

CLASS SELECTION

- When choosing classes, arrange them in a way that allows studying during the times that you are more productive. Be realistic.
- Give top priority to classes that you must take for graduation requirements for your major.
- Choose professors who structure their courses and have clear expectations.

EXTRACURRICULAR ACTIVITIES

- Volunteer to be a timekeeper for an event. Your accuracy will be appreciated.
- Join a group in which you can use your organizational talents to help plan some major events, breaking down tasks to ensure that deadlines will be met.
- Organize a monthly or quarterly "clean up" on your living floor, in which people clear away excess papers, files, clothing, etc. Play some music, and arrange to have food brought in to make the task more appealing and fun for others.