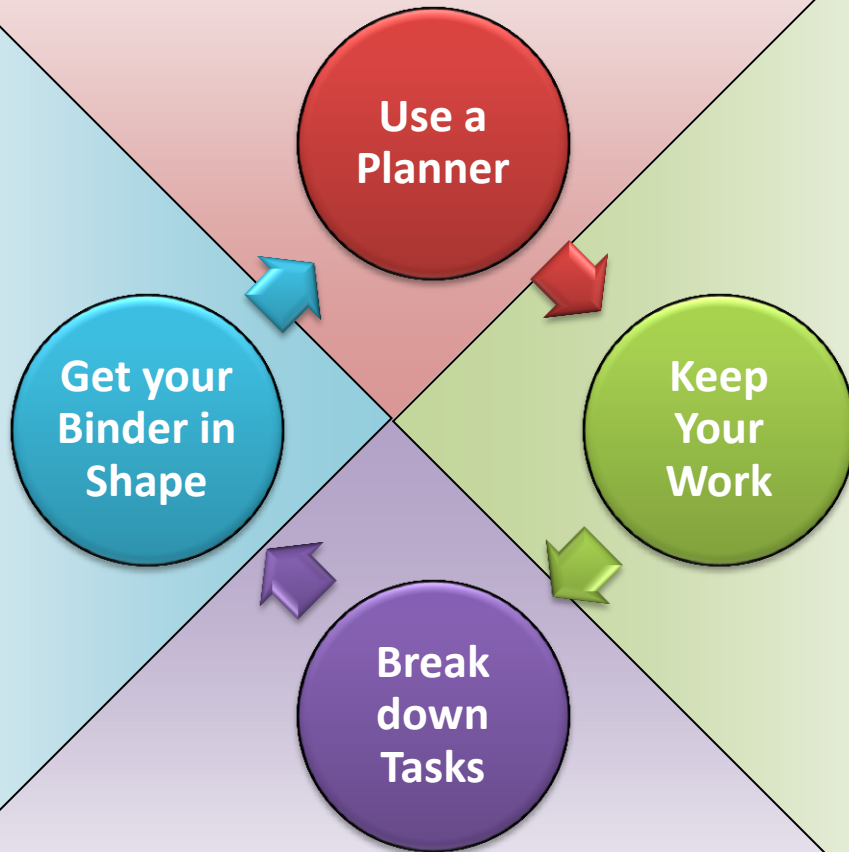


Get It Together

- Whether it's a paper planner, an electronic organizer or the calendar feature on your phone, you need one place to keep track of both personal and academic demands on your time.
 - Record assignment due dates, when tests will be given, **and** what chapters you are covering on a weekly basis so you don't have to keep checking the syllabus!
 - Decide exactly what you want to get done, and the order in which you are going to do it. For example: 1) Study vocabulary for English, 2) Read chapters 3 & 4 for History, 3) Complete 10 math problems.

- Dividing your binder or notebook into sections for each class can help you keep track of handouts, notes, and any returned assignments.
- Buy plastic pockets or look for a notebook that already has one so you don't have to worry about losing handouts; or you can get a portable hole punch that fits in your binder!
- Keep your syllabus with the rest of your work from the class so you'll always know where to find it if you have questions.



- Hang onto copies of any work you turn in, whether in hard-copy or electronically submitted until your final grades have posted!
- Make sure to back up computer files often while you're working on assignments as well as those you've already turned in.
- If there's a discrepancy between scores or your instructor didn't receive your work, you'll have a backup just in case!

- Prioritize your work to make sure you plan out enough time to complete it!
 - Split up large tasks into smaller and more manageable ones. For example, a paper can be broken down into sections or you can divide math homework up into problem sets.
- Follow the "worst first" guideline - Complete difficult assignments first while you're most alert and awake. Then move on to easier ones.
- If you have material to memorize, work on that first and then review it again at the end of your study session to maximize your ability to retain the information.