

Tips on Being a Successful Student

Plan to be successful!

- Find out assignment dates, test dates, and reading assignments and write them into your calendar
- Attend all classes
- Sit in the front of the room
- Prepare for each class period
 - Read assigned reading
 - Review lecture notes
 - Prepare questions to clarify information
- Take organized, clear class notes
- Study two hours for each hour of class a week
- Set study goals for each study session and stop studying when goals are achieved
 - Length of material to be read
 - Understand concepts
 - Outline chapters
- Prepare for tests by writing practice tests
- Feel motivated by personal goals
- Take responsibility for our academic and personal life
- Being a successful student is your job! Act accordingly.

Manage Your Time!

- Fill your calendar/s
 - Semesterly/Monthly/Weekly/Daily
 - Start with time that is not flexible (class schedule, work schedule, assignment due dates, examination dates, study time, etc.
 - Include family/friendship time (family meetings, special time for each relationship)
 - Make “To Do Lists” every night for the next day. Limit your list to 6 items. To Do Lists let you know what you can say “yes” to and what you can say “no” to. They also let you know when you are done!