

SAVE YOUR SEMESTER

It is never too late to start a good thing. Using these tips and strategies will most definitely help you, "Save Your Semester"

Learn Effective Time Management Practices

1. **Keep a weekly and monthly calendar.** When you keep track of your days you will be able to see where it is you have extra time. The monthly calendar will help you anticipate upcoming assignments so you are completing them days instead of hours in advance.
2. **Establish daily and weekly goals for yourself.** These goals should be realistic and when you complete them reward yourself. "To Do" lists may be a way to set goals. When you check off a task, you feel good about how much you have accomplished.
3. **Prioritize! Prioritize! Prioritize!** This category speaks for itself, but it is imperative to good time management.
4. **Divide big jobs into workable steps.** If you need to read 50 pages for a class, read 25 pages one night and 25 the next.
5. **Use the "in-between" times of the day.** This can be called wasting time as well. This is the 10 minutes you spend waiting for the Orbit or the 20 minutes you spend waiting for your friend to return from class so you can go to lunch. If you utilize all this time you will be surprised how much you can get done.
6. **Find a place where you can study that is free from distractions.** This place is definitely not your room. A great place is the library or an empty classroom.
7. **Just say "NO!"** One of the hardest things to do is tell your new group of friends you can't do something with them, but sometimes you have to. Your friends will understand your need to study because they are in school as well.
8. **Study difficult subjects first.** This is a good strategy because we devote more energy and concentration to the first study task. Therefore, the task that takes the least effort should be done last.
9. **Prepare for each day ahead of time.** The best way to be organized is to go to bed organized. Plan your next day's activities the night before so the day does not pass you by.
10. **GET STARTED NOW!** There is no time like the present time, so get to it.

Learn Effective Ways to Prepare for Finals

There are several different kinds of exams; your instructor will likely know well ahead of time what types of questions will be asked. Choose a method of preparation, which suits the type of exam you'll be writing.

FOR PROBLEM-SOLVING:

Go through past homework assignments, lecture notes and your textbook. Then,

- Copy out problems.
- Mix them up.
- Solve as many as possible.
- Check your answers.
- For any you do not answer correctly, try to find similar problems and keep working on them.

FOR SHORT ANSWERS:

After reviewing your lecture notes and textbook,

- Make a list of important terms.
- Write down a definition of each term as it was used in the course.
- Think of examples or illustrations of each term.
- Figure out the term or concept's relevance to the course.

FOR ESSAY QUESTIONS:

Review old essay assignments and exams and select a number of topics that seem central to the course. Then:

- Write thesis statements containing the subject and three main points.
- Write an outline for each thesis statement (the more detail -- facts, figures, illustrations, and quotations -- the better).
- Write as many essays for each of these as possible, only giving yourself as much time for each as you will have on the exam itself.
- Look over your trial essays, paying attention to areas that could be improved.

FOR OBJECTIVE TESTS:

(multiple choice, true/false, and matching questions)

- Study concepts and examples, as well as facts.
- Study your texts and notes by actively looking for the kind of material that can be answered objectively (i.e.: dates, names, precise details).
- Get old copies of exams in the same format. Look for patterns in questions and answers throughout certain disciplines

Begin Practicing Effective Study Skills

1. **Be here now.** Give your total attention to the lecture, class discussion, and class exercises. Do what you do when you're doing it!
2. **Manage your time.** Read your syllabi. Chart all assignments, tests, papers, and projects on a semester-long calendar. Work backwards from each due date to establish a study plan. Leave time for review and relaxation.
3. **Stay current with readings.** Have reading assignments completed prior to class lectures on the material. Scan the headings; read the summary, study questions, and key terms prior to actually reading the chapter.
4. **Take notes in a way that will help you to remember the material.** Notes can take the form of outlines, diagrams, mind maps, cartoon strips, whatever is meaningful to you. Notes should be readable. They don't have to be neat or copied over several times unless that helps you learn the material. There is no such thing as 'the notes.' Follow study tip #1! Most instructors have 1-5 main points to make in a class session. They frequently discuss the strengths and limitations of a theory and then compare and contrast one theory with another. Theories are described by name (Theory of Relativity) and by theorist (Einstein). Know both!
5. **Frequently review what you're learning.** Review your class notes immediately after class. Also, intentionally make a mental summary of what has transpired before you leave the class.
6. **Get help when you think you're stuck.** Do it quickly! See your instructor. Establish a study group. Find a study-buddy. Talk it through slowly and out-loud. Use a tutor. Find another text that explains the subject. Don't wait to fail an exam before you get help. If you can't estimate how well you are doing, you need some assistance.
7. **Take care of yourself.** Exercise. Eat nutritious foods. Get enough sleep, and laugh!

8. **Go for the “know.”** Practice learning to learn. Be willing to try new and sometimes initially uncomfortable strategies. You will eventually be more effective. Learn Patience!

Learn Effective Relaxation and Stress Management Techniques

ADAPT your priorities and expectations each day. Plan what is most important to you. Make yourself your first priority. Accent the achievable; acclaim the average

ATTEMPT the realistic

ADJUST your attitude open up your outlook. Decide to energize yourself

ACT out of caring and respect for yourself, be vulnerable and human

ACKNOWLEDGE your vulnerabilities. Have clear, realistic expectations for each day. Write them down. Scale down over-ambitious dreams and projects

ATTACK a new problem or challenge. Change jobs/fields. Volunteer for a new assignment. Reward yourself and those around you. Say "no" sometimes, even if it feels uncomfortable

ACCLAIM your achievements and strengths. Keep a journal of your accomplishments. Acknowledge and savor compliments each day. Recognize a limitation commiserate with your colleagues; talk about your feelings of helplessness

ALTER your usual approach. Design a plan for getting recognition each day. Develop a nurture network. Find a way to reward yourself each day. Do something unpredictable each day. Change your appearance. Whistle, sing, and make up stories about your work. If you take your work home, take something to play with to work