Tips to keep you on top of your college game!

✓ **Time Management:**
  o *Create* a class schedule where you can visually see your daily and weekly classes
  o *Buy* a planner that has a weekly & monthly view!
    ▪ *Monthly* view is great for marking down test dates and important assignments
    ▪ *Weekly* view is also great to coordinate your daily/weekly assignments, (discussion posts, responses, reading requirements, etc…)
    ▪ *Cross off* when you have completed this task, and move on to your next task
  o *Stay Consistent* you’ll thank yourself later when the semester is coming to an end

✓ **Study Skills:**
  ▪ *First*, choose the *most* challenging class to start with
  ▪ *Create* a study guide, (flash cards, one provided by the professor, notes, group studying, etc…)
  ▪ *Give yourself time to study!!!* (Don’t wait last minute to study; you may not be as successful in the end result as you hoped)
  ▪ *Attend* office hours and work with your professor(s); they are there to help you!
  ▪ *Utilize the tutoring center on campus*