

Get More From Your Time

1. Collect all your equipment and supplies first: pens, pencils, erasers, books, and paper.
2. Find a quiet, well lit area with a table or desk. Turn the TV off.
3. Study every day at the same time. Routine is important.
4. Plan, according to importance, what must be done – in this order:
 - Review notes from the day
 - Complete assignments due the next day
 - Study for tests the next day
 - Work on parts of any assignments due in the future
5. Begin to estimate how long an assignment will take, or how long you need to spend studying for a chapter test. Also learn to be aware of your own attention span, and how long you can work before you find your concentration failing.
6. When you are reviewing material, **MAKE NOTES!** Don't expect yourself to remember a chapter if you have only read it over. Re-read your notes after you make them.
7. Set realistic goals. Don't expect to be able to master a whole chapter in one night.
8. Give yourself small and medium rewards when you complete small and medium goals (e.g., a small snack, etc.). Congratulate yourself every time you reach a goal, no matter how small.
9. Set another goal and proceed until your homework is completed.