



Get Organized

Be Prepared for Class

- ◆ Arrive in class on time! Being late disrupts the class, and you might miss important announcements if you are late.
- ◆ Make sure you have your text book, notebook paper, pens, and any other materials you need for every class.
- ◆ Leave your desk clear of everything except what you need to take notes and participate in class.
- ◆ Keep a separate notebook and folder for each class and organize all of your notes and handouts by topic and date.
- ◆ Make sure you have all assigned work completed and ready to turn in at the beginning of class.

Be Prepared to Study

- ◆ Create a study area that is free from external distractions like the television, small children, and other sources of excessive noise.
- ◆ Eliminate your internal distractions. Don't try to study when you're too tired, hungry or unfocused to study. Take care of those things, then sit down and work.
- ◆ Make sure your study area is stocked with the tools you need: pens, pencils, pencil sharpener, stapler, paper, etc.
- ◆ Give your study area a steady bright light.
- ◆ Study difficult or boring subjects first.
- ◆ Don't wait until the last minute to do your homework. Instead, schedule a time for homework when you can be relaxed and focused.

Get Involved

- ◆ Don't miss class unless it's absolutely necessary. Catching up is hard work, and being present and paying attention means less homework.
- ◆ If you miss a test or quiz, make it up as soon as possible.
- ◆ Meet with your instructor any time you encounter a problem with the class or if you're having trouble understanding the material.