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 textbook, 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.