

TIP SHEET

Time Management

- Get a planner or just print out monthly sheet from a calendar maker so you are able to see the entire month/week at a time.
- Write dates into your calendar as soon as you receive your syllabus.

Successful Methods for Studying

- Find a good place to study outside of your room.
- Read and prepare for class BEFORE class.
- REVIEW material more than once from class on the same day.
- Do your homework.
- Study and focus on what you don't know instead of studying what you already know.

Seek Assistance as Soon as Possible

- SOEST Tutor
- Learning Emporium
- Student Success Center

Check and Read Email Regularly

- Delete what doesn't apply to you presently
- Check at least every Monday
- Reply to conversations to confirm information.
- Be mindful of email etiquette: Hello or Hi is better than Hey—you're not texting a pal.

- You are accountable for your actions and outcomes.
- Ask question but also try to find things out on your own (research); don't assume.
- Communicate with others and follow up; don't drop the ball.
- Make appointments and keep them. Don't arrive too early or late. Everyone's time is valuable.
- Volunteer. It is the best way to make friends, become part of a community and obtain experience.

Show up. Step up. Follow up.