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.