

Tip Sheet

Time Management

- Get a planner or just print out a monthly sheet from a calendar So, you are able to see the entire month/week at a time.
- Write important 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 (By Appointment) See advisor for more information
- Learning Assistance Center & Housing Success Center:
(<http://manoa.hawaii.edu/undergrad/learning/tutoring/>)
- Learning Emporium (<https://natsci.manoa.hawaii.edu/learningemporium.php>)
- Online Learning Academy (<http://manoa.hawaii.edu/ola/>)
- Student Success Center (<https://manoa.hawaii.edu/undergrad/ssc/>)
- Kokua Program (<https://hawaii.edu/kokua/>)

Check and Read Email Regularly

- Delete or archive 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.
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- 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.