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.

➢ 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.