



**Get done what you need to and
still have time for what you want to!**



- ✓ make to-do lists daily and cross things off as you do them
- ✓ stay organized by using a planner and being ready
- ✓ make a weekly schedule which includes your responsibilities, as well as relaxation and social activities
- ✓ multi-task whenever possible
- ✓ look for chunks of your day that are wasted and try to use them more effectively
- ✓ create routines and follow them to make the day run smoothly
- ✓ just say "no" to the things you want to do if the things you need to do aren't done
- ✓ don't give up sleep to get everything done; look for things to eliminate or postpone
- ✓ control the things that waste your time like social media, video games, and tv by scheduling time for them
- ✓ set aside time to relax and take a break



Have control and reduce stress!



- ✓ develop routines
- ✓ eliminate clutter – don't keep what you don't need
- ✓ use a monthly or a wall calendar to keep track of things
- ✓ create a to-do list to help you focus and prioritize your tasks so that you can focus on one at a time
- ✓ use a planner to record and check off everything:
 - important dates
 - daily assignments, quizzes, and tests
 - projects and papers including all parts (outlines, edits, and final drafts)
 - activities and appointments
- ✓ create a study plan and eliminate distractions
- ✓ organize everything:
 - your study area – ensure you have access to everything you need
 - your notes and handouts
 - computer work – save and organize computer files so you don't lose them



- ✓ surround yourself with positive people who support and encourage you
- ✓ believe in yourself and have confidence and purpose
- ✓ set realistic short-term and long-term goals
- ✓ pursue your interests and develop your talents and strengths
- ✓ have a positive attitude and use positive self-talk
- ✓ place motivating words, ideas, and quotes on sticky notes and place them where you can see them and visualize success
- ✓ turn failures into successes by learning from your mistakes
- ✓ when you are feeling overwhelmed, take a break and return to your work ready
- ✓ figure out what motivates you and use it to reach your goals
- ✓ identify people you admire and think about how they would respond in a similar situation
- ✓ be willing to try new things – challenge yourself, stretch your boundaries, and look for new experiences
- ✓ don't expect perfection, just strive to your best
- ✓ be flexible and adapt to changes
- ✓ achieve balance between your responsibilities and time for rest and relaxation



- ✓ ask and answer questions that relate to the discussion
- ✓ be engaged by making eye contact, nodding and writing down any questions you may want to ask about later
- ✓ eliminate distractions including your phone
- ✓ take notes to maintain focus and engagement
- ✓ when you come to class . . .
 - have all your homework done
 - be well-rested, alert, and fed
 - be prepared with what you need for class and ready to learn
 - leave your problems at the door
- ✓ pay attention to your body language – if you act interested and engaged, you will feel more interested and engaged
- ✓ if you get distracted . . .
 - by an idea or thought you don't want to forget, make a note about it so you can go back to it later and return your focus to class
 - use self-talk to remind yourself not to think about personal issues until after class
 - remind yourself, the more you pay attention now, the less you'll have to learn on your own later