



BE ORGANIZED

Keep a Master Calendar

- Can use a digital or hardcopy calendar
- Use a different color for each class.
- Schedule all of your assignments, projects, and tests.
- Also, schedule all of your commitments including class times, work schedules, and other activities. Most importantly schedule time to get your schoolwork done.
- Put assignments onto your calendar as soon as they are assigned.

Prioritize Your Schedule

- Work on the assignment that is due next.
- Get immediate assignments done quickly, then work on projects that may take more time.
- Begin working on an assignment as soon as it is due to avoid the stress of trying to get things done at the last minute.
- Get all of your assignments done in the calendar week before they are due.
- If you get all of your assignments done on the Friday before they are due, you get all day Saturday to do whatever your heart desires!
- BE DISCIPLINED! Schoolwork is a priority and it is OK to not attend every activity or party you are invited to, but if you plan correctly, you will be able to!



Understand Your Limits

- Don't feel like you have to take a full load of classes.
- It's OK to take a few extra semesters to finish your degree.
- It is better to take fewer classes and get higher grades than flunk classes because you are taking too many classes.
- Ask yourself, "How much time do I have for school?" Some things that can take up time during the week include:
 - How many hours a week do you work?
 - Are you married?
 - Do you have kids?
- Don't compare your workload to others.
- By setting a manageable workload, you will avoid burnout.