

# TOP TIPS FOR A SUCCESSFUL SEMESTER



## CREATE A SCHEDULE

- Outline when your classes are
- If classes are asynchronous, outline time when you will "attend" class
- Assume an assignment will take longer than anticipated to complete

## ONLY WORK FOR 60 MINUTES AT A TIME

- At most, work for 60 minutes and then take a 20 minute break
- Alternate what material you study (even if it is for the same class)
- Make sure you are blocking social media and other distractions. Set an alarm for focused time

## COMMUNICATE WITH YOUR HOUSEHOLD

- Establish specific study hours for each day of the week
- Keep a "busy" or "free" sign on your door or back of your computer
- Explain that even if it does not 'look' like you are working, you are!

## MAINTAIN A HEALTHY SLEEP SCHEDULE

- Ideally, you should be getting 7-8 hours of sleep per night
- Wake up at the same time every morning, even if you go to sleep at different times
- Power naps are helpful! Sleep no more than 20 minutes.

## SET GOALS AND PRIORITIZE

- Go through each of your syllabi and set SMART goals for each assignment
- Make sure you know what assignments count for the largest portion of your grade in each class
- Set some non-academic goals for yourself as well

## KEEP EVERYTHING IN ONE PLACE

- Don't use multiple forms to keep track of your assignments
- Think about how you organize your thoughts to help you decide what format to use
- Google Calendar, a planner, or a whiteboard are all great options