

# SUCCESS STRATEGIES

## Successful Students Plan to Succeed

### 1

#### Manage Time - Develop a Schedule

- Set aside a specific time everyday to study.
- Create a balanced schedule and use a planner.
- Plan to study for two hours for each hour of lecture.
- Plan time for extracurricular and social activities.
- Schedule time for self-care.
- Commit to your time plan.

### 2

#### Create a Workspace - Improve Focus & Stay Organized

- Know what assignments and projects you need to complete.
- Use your planner.
- Make sure you have all the materials you need.
- Separate schoolwork from other responsibilities.
- Keep your supplies in one place.

### 3

#### Set Priorities - Keep Track & Reward Yourself

- Keep track of your progress. Make daily, weekly, monthly, and long-term goals.
- Rank tasks in order of importance.
- Check off completed tasks.
- Prioritize your optional activities. You may need to eliminate low-priority activities if you find yourself unable to complete the tasks on your list.
- Treat yourself after an exam or completion of tasks.

### 4

#### Make SMART Goals

- **S - Specific.** What do you want to accomplish?
- **M - Measurable.** When will you know you have accomplished the goal?
- **A - Attainable.** what steps are setup to make the goal manageable to attain?
- **R - Realistic.** Are you goals practical and possible for you to achieve?
- **T - Time bound.** How long will it take to accomplish your goal? When is your deadline?

### 5

#### Other Helpful Tips:

- Meet with an A.R.C. counselor/specialist to discuss challenges.
- Use your accommodations.
- Get to know your instructors.
- Take notes and review them often.
- Exercise, maintain a healthy diet, and get enough sleep.

