1. **Use a Planner**  
   See the back for a how to guide.

2. **Go to Class**  
   Every time. Except in cases of plague.

3. **Complete Your Reading Assignments Before Class**  
   Even if you don’t understand it yet. Seriously, just get the reading done.

4. **Compartmentalize Your Life**  
   Complete as much homework as possible on campus or outside of your home so you can be completely available to your family when they need you.

5. **Study Every Subject Every Day**  
   Even just five minutes looking over your notes will add up to hours spent on a subject over the course of the semester.

6. **Get Enough Sleep**  
   6 hours. Every day. Minimum, No exceptions.

7. **Feed Yourself Well**  
   Cook as much as possible for yourself. Pack your snacks and lunches. Try freezer cooking. Eat breakfast everyday. Drink plenty of water.

8. **Streamline Your Household Maintenance**  
   Learn how to speed clean. Eliminate the clutter in your home. Create a system for dealing with mail, bills, and paperwork. Rethink your definition of “clean.”

9. **Get Help**  
   Enlist your family members in household chores and cooking. Go to the Tutoring Center early and often. Utilize your instructors’ office hours. Find a friend in each class to share notes with. Find people to help care for your children while you study. Always say “yes” when someone offers to help you.

10. **Keep Your Eyes on the Prize**  
    Remember, you are here for a purpose. Remind yourself of that every day.
Setting Up Your Planner for Academic Success

1. Write important personal dates and events in the monthly and daily/weekly section of your planner.
   - The monthly section of your planner should be a quick reference guide to major events or appointments including your class meetings and study group meetings.
   - The daily/weekly section of your planner should be a detailed list of what you need to accomplish, where you need to be, and when you will be occupied.

2. Write class schedule in the monthly and daily/weekly sections of your planner.
   - Include exact class meeting times with each entry.
   - Note classroom and instructor in first entry for future reference.

3. Write your assignments and course assessments in the daily/weekly section of your planner.
   - Write reading assignments on the day they are due.
   - Note course if you have more than one class on any given day.
   - Note textbook, using abbreviations.
   - Note exact page or chapter numbers.
   - Write quizzes/exams on the day they occur, noting subject matter to be covered.
   - Write any other assignments on the day they are due.

4. Include your work schedule or any other reminders you need.

5. Use abbreviations as much as possible. Be sure to include a “key” in case you forget what something means.

6. Use your assignments and assessments lists as a “to-do” list to guide your study time. Check off the assignments as you complete them.

7. Your planner should integrate all of your course syllabi to aid you in completing tasks for each course on time. It should be a “go to” source for everything you need to complete in that semester.

8. Take your time in setting your planner up at the beginning of each semester.

9. Too much information is always preferable to not enough.

10. Revisit your system and make adjustments as you progress in order to make your planner a useful tool for you.

11. Personalize your system. Make it work for you!

Questions?

Contact Brandie Blankenship, Coordinator of Academic Services and Student Accessibility Services for the Geauga Campus and Regional Academic Center by calling 330-888-6314 or emailing bblankl10@kent.edu.