1. Use & follow a schedule.

2. Write down your academic, social, and athletic activities on your schedule.

3. Complete the most important activities first.

4. Get organized! Have your notes, books, pencils, papers, assignments, etc. ready to use!

5. Plan for unexpected interruptions!

6. If you work, arrange your work schedule around your study schedule.

7. Avoid Procrastination!

8. Stick to your schedule!