

TIPS for AVOIDING NEGATIVE BEHAVIORS

- ✓ Know Your Goals
- ✓ Set Priorities to Meet Your Goals
- ✓ Anticipate the Unexpected
- ✓ Take Control of Your Time
- ✓ Make a Commitment to Punctuality
- ✓ Carry Out Your Plans
- ✓ Overcome Procrastination
- ✓ Stay Focused
- ✓ Create a Workable Class Schedule
- ✓ Get Organized Using a Planner
- ✓ Outline Your Weekly Timetable
- ✓ Maintain a To-Do List
- ✓ Organize Your Day
- ✓ Make Sure that Your Schedule Works for You
- ✓ Don't Overextend Yourself
- ✓ Reduce Distractions
- ✓ Respect Others' Time

Do you want a positive freshman academic experience?

Follow these steps!!

- 1) Remind yourself of the possible consequences if you do not get down to work, then get started.
- 2) Create a to-do list. Check off things as you get them done.
- 3) Break big jobs into smaller steps.
- 4) Promise yourself a reward for finishing tasks.
- 5) Find a place to study that's comfortable.
- 6) Don't make or take phone calls, text message, email, or surf the web during planned study sessions.

Mastering Time Management
Click on the monster below!

