

***Greetings to all GEAR UP Students!***

YAY!!! First, congratulations on a job well done. You have successfully completed high school and are on your way to college! This is an important time in your life and the decisions that you make will shape the rest of your future. It is important that you are equipped with the tools to be successful as you enter college. College is a whole new world, but I know that you will rise to the challenge. To get you started, please read this newsletter carefully. It contains great information on how to develop organizational, study, time management, and note-taking skills. Feel free to refer to this newsletter as often as needed. Enjoy your college journey! It will be an **AWESOME** experience!!!

**The GEAR UP Team**



### **Helpful Tips on Organizational & Time Management Skills for College Success:**

- Create a semester calendar for midterms, finals, tests, quizzes, projects, & presentations for each class.
- Use your syllabus for each of your classes as a guide. The due date(s) for your assignments will be included in your syllabus.
- Place your semester calendar on your dorm room wall. You should refer to it daily.
- Color code assignments for your classes. Choose your favorite colors!
- Major college projects and/or presentations should be divided into smaller parts. Set a deadline for each part. Strike through each task once it is completed. This method will help you to stay focused in meeting **ALL** deadlines.
- Tell friends and family members what you are working on in your classes. This increases your accountability and will help you to stay focused in meeting **ALL** deadlines.
- Take breaks as needed. Use the **10 MINUTE RULE!!** Work on assignments, then break for 10 minutes.
- Reward yourself after assignments are completed.

**Let's learn more about achieving success in college!**  
**Click on the picture below**  
**for a quick video.**





## Helpful Tips on Note-Taking Skills for College Success:

- Make sure to bring your favorite pen and/or pencil everyday!
- Bring lots of paper!
- Write clearly and in your own words.
- Think of your notes as tools for success. They will be used to help you to solve problems, recall information, assemble parts, & learn new “stuff!”
- Use different headers to organize your notes.
- Use special symbols to highlight sections of your notes for emphasis.
- Enjoy taking notes! They are for you!!!



## Helpful Tips on Study Skills for College Success:

- Use your syllabus as a guide.
- Keep up with all assigned reading.
- Complete all homework assignments.
- **ASK** lots of questions!!!
- Attend **ALL** review sessions that are offered.
- Focus on “big ideas.”
- Write major concepts in your own words.
- Avoid memorization from your textbook(s).
- Make your own diagrams, charts, tables, & graphs to help you visualize concepts.
- Explain concepts to your classmates.
- Make your own review sheets and questions.



## Evaluating Stress

As you prepare to enter college, it is important that you maintain a healthy lifestyle. Keep stress to a minimum by getting enough rest and avoid procrastination as it relates to your school work. It is recommended that students maintain a stress journal to keep track of situations and/or events that occur. Reflecting on your feelings by writing about them will help you to better manage them in a constructive manner.

## Focus on these questions:

- 1) What did you feel?
- 2) What was the cause?
- 3) How did you manage?