



Weekly Guide to Becoming a Better Student

1. Weekly Plan

- Look at what is due for the week and on what days:
 - Is there anything I should do early?
 - Do I have any extraordinary assignments?
 - Which classes should get priority?
 - Make a list of items for each day.
- Make a pseudo schedule of how long you think each class will take that day.
- Look at classes you might be struggling with, so you can give them a little more time.

2. Daily Plan

- Look at the notes you made from your weekly plan.
 - What is due?
 - What are things you hope to get done?
- Look at the time you must do your homework.
 - Work and other activities make this a shorter time.
 - Include breaks if you have a substantial chunk of time to do homework.

3. Daily Review

- What difficulties did you have?
- What adjustments do you need to make to your calendar?

4. Weekly Review

- Review if you were able to complete all the tasks you wanted to.
- Ask yourself if you wished you had more time on a subject.
- For the next week, add more time to the subject, or take away some if it is not needed.