



Step 1: Set Goals	Step 5: Attend Your Lectures
<p>Goals help to keep you going by:</p> <ul style="list-style-type: none"> <li>x Providing direction</li> <li>x Increasing your attention and focus</li> <li>x Increasing your motivation and effort</li> <li>x Reducing your anxiety and increasing your confidence</li> </ul> <p>Develop SMART goals that are: Specific, Measurable, Achievable, Realistic and Timely (e.g. To earn a 3.0 sessional GPA this semester).</p>	<ul style="list-style-type: none"> <li>x Intend to learn something each class you attend</li> <li>x Do assigned readings before class to take better notes</li> <li>x Ask questions: this will enhance the learning process</li> <li>x Sit in the first few rows to get the most attention</li> </ul>
Step 2: Have a Positive Attitude	Step 6: Record Your Lecture Notes
<ul style="list-style-type: none"> <li>x Be positive about your ability to succeed</li> <li>x Look forward to what you will learn</li> <li>x Have an inquiring mind: get curious about your subjects!</li> </ul>	<ul style="list-style-type: none"> <li>x Take notes in class</li> <li>x Review and edit notes after class (within 24 hours)</li> <li>x Aim for 3-4 major reviews of your notes before exams</li> <li>x Highlight important points, draw diagrams, make definitions</li> </ul>
Step 3: Manage Your Time	Step 7: Prepare for Exams
<ul style="list-style-type: none"> <li>x Set a realistic schedule for yourself</li> <li>x Know where your time goes (awareness is key)</li> <li>x Study for 23 hours for every hour of class time (e.g. if you have 6 hours of class per week, aim to study at least 12-18 hours per week).</li> </ul>	<ul style="list-style-type: none"> <li>x Review past exams</li> <li>x Make practice study questions</li> </ul>

