

TIPS FOR SUCCESS

A Day in the Life of a Procrastinator.



PROCRASTINATION:
putting off or delaying or
deferring an action to a later time

TIME MANAGEMENT IS THE KEY TO SUCCESS

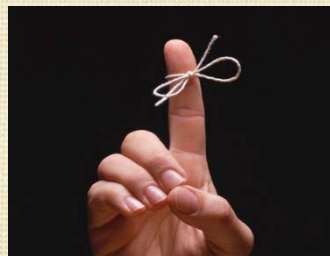
Quick and easy time management tips to
implement NOW.

- Use waiting time wisely.
While waiting in line or for class to start,
review assignments, read, plan ahead.
- Work on the hardest subjects first – don't
keep putting them off – they won't go away.
- Don't Cram! Start studying for a test on day
one. Reviewing every day is much better for
your memory and also a time saver compared
to saving it all till the day before the test.
- Be active – make sure you take care of
yourself. Ensuring you get the right nutrition,
exercise, and sleep are IMPORTANT.
- Say NO – don't overcommit yourself. Think
things through before committing to a new
project or task.

“Better three hours too soon,
than one minute too late.”
– William Shakespeare

STUDY TO REMEMBER

- Study in Intervals
 - You will retain more information if you study in smaller chunks of time. Once your brain gets tired it will retain less and less information.
- Review, Review, and Then Review Again
 - The more often you are exposed to information the more likely you are to remember it.
 - You can't over learn.
- Use Your Senses
 - Visualize, repeat out loud, rewrite.
 - The more senses you use the more likely you are to recall information later.
- Association
 - Relate what you need to learn to something you already know.
- Mnemonic Devices
 - Please note: These devices help you remember BUT do not help you learn/understand.
 - Use acronyms, rhymes, songs to help you recall information.



ACADEMIC CENTER FOR ENRICHMENT TUTORING CONTACTS

Main Campus Contacts

Lexie Jones - lexie.jones@my.bc3.edu
Maggie Slater - maggie.slater@my.bc3.edu

Off-Campus Contact

Heather Jewart - heather.jewart@my.bc3.edu