

## THE SMART SEMESTER STRATEGY

### *Laying the Groundwork for Schoolwork*

#### 5 STEPS FOR A SUCCESSFUL NEW SEMESTER

#### 1. Review Syllabi

- Read each syllabus thoroughly and pay special attention to...
  - Professor’s preferred contact method and office hours/location
  - Grading policy and grading scale
    - How much will you know before the withdrawal deadline?
  - Attendance and participation policies
  - Class materials: required and recommended
  - Assignments: papers, presentations, lab reports, quizzes, exams, etc.
    - requirements, format, points/percentages, deadlines
  - Reading schedule
- Refer to *Syllabus Review* handout on the Resources page of the FYAE website:  
<http://fyae.sdes.ucf.edu/forms>

#### 2. Set Expectations & Build Support

Course	Realistic grade I hope to earn	Specific study skills needed for course	Resources on campus

### 3. Track Your Courses

- Write down all assignments & due dates for all your courses
  - Calendar, planner, study application, Excel/Google Sheets
  - Double-check your deadlines and make sure they're correct
- Check Webcourses about any changes to assignments

### 4. Develop a Student Schedule & Time Management System

- Create a General Schedule to Develop a Routine
  - Keep a routine: strengthens focus & decreases procrastination
  - Works for academics: keeps tracks of assignments & progress
  - Don't overbook yourself: look & plan ahead
  - Breaks down large assignments into smaller tasks over time
- Pay Attention to the Details
  - Create weekly "to-do" list after breaking down assignments
    - Don't overwhelm yourself! It can be all-at-once or throughout the semester
  - Assign weekly "to-dos" into general scheduled study hours
    - If your study hours are Tuesday from 12-3pm, decide how to use these hours each week (ex. review Bio Chap. 2 reading & lecture notes, make flashcards).
    - Specific Scheduling Handouts:
      - **The Three List Method**
      - **My TO DO List**
      - **Super Scheduler**
- Review your Time Management System(s)
  - Every class & semester is different - be flexible and adjust!
    - Examples: Planner, To Do List, Smart Phone (calendar and reminders), E-mail Calendar, Post-Its, or a combination of these!

### 5. Start!

- Follow the plan and don't procrastinate!
  - Develop reward system for sticking to your schedule.
- Life happens: things WILL come up & that's okay!
  - Tweak when needed
    - Your schedule is a blue print that you should try to stick with as often as possible!
  - Make necessary & realistic adjustments
    - Remember priorities within schedules & course deadlines

6. Time Management handouts referenced here can be found at <http://sarconline.sdes.ucf.edu/> (go to Learning Skills Resources, then Time Management).