

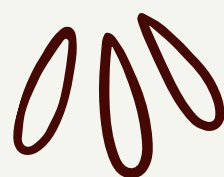


tips or suggestions from a peer coach



TIPS ON ORGANIZING YOUR SEMESTER

Created by C.A.R.E. Peer Coaches



1. USE A CALENDAR



Write down assignments, papers, work schedule, etc. to see an overview of your semester.



Color code your various schedules to easily distinguish where your time is spent.

2. REFER TO YOUR SYLLABUS



The syllabus contains important information regarding readings, assignments, papers, contact information, etc.



Check your syllabus each week to see what readings or assignments will be discussed.

3. PRIORITIZING ASSIGNMENTS

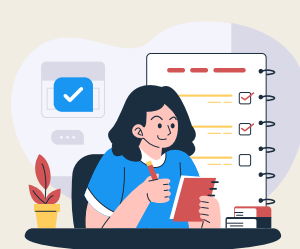


Work on assignments based on what's due earlier.



It's best to start on the harder assignments first then easier assignments.

4. CREATE A TO DO LIST



Each day, create small tasks you're able to achieve.



If you're working on a project, you could break it down by creating small goals.

5. MAKE AN APPOINTMENT WITH YOURSELF TO DO HOMEWORK



Including homework time into your schedule creates less stress and anxiety. Without a scheduled time, it could lead to procrastination.



Create a schedule that's manageable. If you're planning on doing homework throughout the day, create an incentive system to reward yourself.

ADDITIONAL RESOURCES:

1. <https://youtu.be/bJFTOhDXCi4?t=61>
2. <https://youtu.be/PwfQciblaeY?t=56>
3. https://youtu.be/3Q8U_vSHXUY?t=49
4. <https://www.honolulu.hawaii.edu/downloads/web/student-services/care-resource-goals.pdf>
5. <https://www.honolulu.hawaii.edu/downloads/web/student-services/care-resource-schedule-weekly.pdf>

For more information on C.A.R.E. or Peer Coaching, please visit [honolulu.hawaii.edu/care](https://www.honolulu.hawaii.edu/care)