

Bringing Up Your Grades in 14 days

Use the “Rule of 14” to improve your academic health!

Take 14 solid minutes . . .

- At the beginning of each semester to review your syllabus
 - Know the due dates of all assignments
 - Schedule times for readings, research, and study
 - Identify what your professor wants you to get from the class



Spend 14 staggered hours . . .

- Before each exam to study and prepare
 - Cover the most important material first
 - Adapt your studying to match the type of exam
 - Recognize your own study habits, strengths, and weaknesses

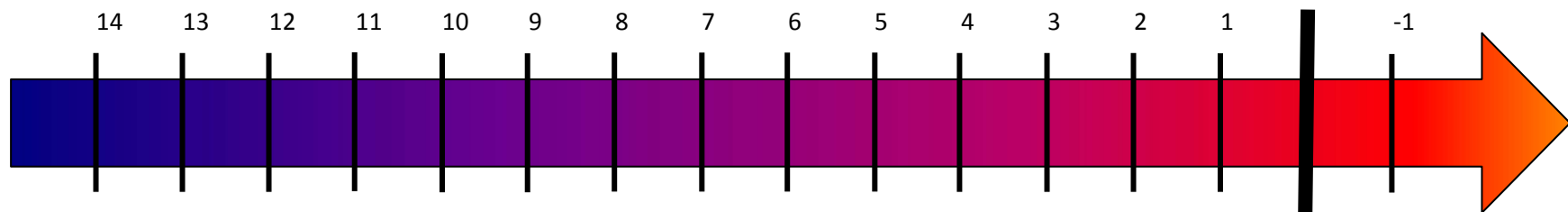


Invest 14 compounded days . . .

- Into every research paper or essay
 - Identify your topic and sources
 - Decide at the beginning when you will be done
 - Accept that every paper or essay requires at least 4 revisions

Devote 14 quality weeks . . .

- For any semester that matters
 - Attend class like every day matters
 - Take notes that will remind you of each class
 - Know the resources available to you—and use them
 - Form a habit of starting early—**just say “no”** to procrastination



Syllabus – Know what to expect and what is expected of you

- Identify the due dates for assignments, readings, and tests
- Mark dates on a calendar so you don't forget
- Recognize how the professor wants communications
- Note how assignments should be formatted and submitted
- Learn from the syllabus—big picture, main points, details, etc.

Stay ahead – Keep a day or two in the bank for when it rains

- Plan when to start and when to finish assignments
- Prepare for Murphy to show up—“whatever can go wrong. . .”
- Give yourself margin for error
- Accept that every hour ahead will save you two hours behind
- See time in blocks—they can be moved but not deleted

Use your time wisely – Everything counts

- Attend class regularly
- Stay caught up on readings
- Don't despise small beginnings—use little bits of time
- Set a minimum amount of time each week for each class
- Value your free time by making your work time count

Take advantage of resources – They are there to help you

- Library resources – librarians, databases, full-text articles
- Writing Center – workshops, website, and coaching sessions
- CSD workshops – Speed Reading, Schedule for Success, etc.
- SmartThinking
- Academic advisor

Get caught up – When you find yourself in the red

- Prioritize your projects—% of grade, time to finish, etc.
- Take responsibility for what you need to do
- Major on the majors—save minor things for last
- Take breaks and reward yourself for accomplished goals
- Keep to the basics—pray, walk, eat, recreation, and sleep

Watch out for danger signs – The bridge might be out ahead

- Avoid extensions!
 - They are never guaranteed
 - They compound your problems
 - They annoy your professor
- Reject “sometime” thinking!
 - Sometimes the “sometime” never happens
 - Don't reschedule if you don't have a specific time
 - Get it done and over with and enjoy your freedom
- Resist making assumptions!
 - It may take more time than you estimate
 - Until you begin a project, you can't know the specifics
 - A break in the middle is safer than before you start
- Eliminate distractions!
 - Avoid temptations that will interfere with progress
 - Find an atmosphere that is conducive to working
 - If there is a party next door, go to the library
- Confront your weaknesses!
 - Fight procrastination today
 - Don't be afraid to get help when you need it
 - “Anything worth doing is worth doing poorly”

How to Bring Up Your Grades

Please give us your [feedback](#).