

## Need to hit the Reset Button?

If you find that your student “system” has slipped a little since the beginning of the semester, you’re not alone. In fact, that often happens as you get busy with the semester. ***As we head into a break, now is a good time to get reorganized.*** If you can spend a little time on this now, you can take a lot of stress out of the rest of your semester.

**1. Re-evaluate your calendar/time management system.**

-Do things need to be added? Things you’ve scribbled on a post-it note or in the margin of a notebook?

-Are there To Do items you should schedule OR things that need to be removed from the list?

**2. Do you need to add more study time?**

**3. If you have an asynchronous class (Patho, Pharm), have you blocked these on your calendar?**

-Asynchronous classes often end up on the bottom of the priority pile. Make sure you have time allotted for class AND for study. Schedule classes just like you would an in-person class.

**4. Are you getting enough sleep?**

-See last week’s newsletter for lots of information on sleep and its importance for your success. Schedule this if needed.

**5. If something hasn’t been working, make a change.**

-Do you need to adjust your time management approach? Do you need to try a new study strategy or two? Do you need to cut back on your work schedule? Do you need to go to bed earlier?

**6. Do you need to plug an exam plan in your calendar/time management system at least a week prior to tests?**

-Do a little backward planning and plug this into your weekly schedule. While you’re at it, don’t forget to maintain your studying for your other classes while you prep for that exam.

### Need more info? Here are some links that could help:

- [Weekly calendar](#) – excel doc you can complete (Oregon State)
- [Active Learning Strategy Sheet](#) (Oregon State)
- [Backwards Planning](#) – how to do it (Oregon State)
- [7 Ways to Manage & Make Time](#) (Oregon State)
- [Make Better Schedules](#) (Oregon State)
- [Exam Planning – How To & 7 Day Plan](#)