

Three weeks of classes remain. As the time ticks away, there is a tendency to think that you need to work harder to get everything done and receive the best grades on that work.



The point is not
to work harder,
but to work
smarter.

Working smarter means that you should **set realistic goals** of what you want to achieve and **establish a weekly and daily timetable** for completing them. Here are some smart strategies for the final workload:

1. **Divide your workload into manageable sections** and study a different section each day rather than the whole subject in one go. The same is true for the papers or projects to be completed—you'll need to break them down into manageable steps as well. The tutors in the Writing Center are a very good resource for you, and can help you create a plan for your writing project.
2. **Variety will help keep you more focused** and interested in the material or project, and will help to keep you from feeling overwhelmed. Remember to take a 10-minute break every hour to refresh yourself and give your mind time to rest.
3. **Study groups make studying more motivating and interesting.** They also provide the benefit of the many academic strengths that each member brings to the session. So, grab a friend (or several) and work as a team.
4. **Keep your timetable where you study** so that you can make sure you're on track and make a huge effort to **stick to your timetable** because you'll put yourself under unnecessary pressure if you decide to change your strategy too close to exams or to the due date of your paper or project. If you **start now**, this should not be a problem.
5. **Check out <http://LSS.edgewood.edu> for other specific tips on organizing your study plans** for the end of semester workload. If you need additional assistance with your preparation, please contact Learning Support Services at 663-2281 or stop by the Student Resource Center DeRicci 206 for more information.