**Business Math II – Student Checklist**

**Action Plan**

[ ]  Attend all my classes without skipping any session.

[ ]  Organize and synthetize study notes after each class, including additional research when needed.

[ ]  Email my professor with questions within 24 hours.

[ ]  Use a planner to schedule each assignment with deadlines and break down each required tasks toward completion.

[ ]  Meet with professor during office hours to clarify instructions and information.

[ ]  Complete readings before class.

[ ]  Develop strategies for memorizing dates, lists, names, formulae, procedures, duration, etc.

[ ]  Actively review resources the professor gives or recommends and try to link to previous learning.

[ ]  Have all class materials ready (calculator, textbook, writing utensils, battery charged, etc.)

[ ]  Spend 30-minutes after class analyzing the calculator and its functions.

[ ]  Spend at least 1 hour each week to practice how to solve problems by using a calculator.

**Motivation: You Can Do It!**

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| **Two of my goals are to…** *(read ahead the chapters, summarize class notes, meet with my professor, check ACE Self-Help, etc.)* |
| **Two effective habits I have done are…** *(minimize distractions when studying, follow my schedule/planner, attend tutoring, etc.)* |

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree to adhere to this action plan and give this semester my all.**

**Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**