**History 1302 – Student Checklist**

**Action Plan**

Attend all my classes without skipping any session.

Complete assigned readings before class.

Review class notes within 24-48 hours and prior to the next lecture.

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

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

Set aside 1-2 hours each day to work on assignments.

Make sure I plan enough time to study for quizzes and exams, at least a week beforehand. Do not cram at the last minute.

Actively participate in class by asking questions and engaging with instructors in a two-way learning process.

Attend SI sessions every week.

Make an appointment with ACE – Tutoring to improve my skills and reinforce current knowledge.

Decide when to take a break and how to reinforce or reward myself when tasks are completed.

**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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_