**Introduction to Financial Accounting – Student Checklist**

**Action Plan**

☐   Attend all my classes without skipping any session.

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

☐   Begin my assignments right away instead of waiting until they are due.

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

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

☐  Explain key concepts to myself and to a classmate/friend to examine my own understanding.

☐   Space out preparation using in and outside class information.

☐   Review errors on assignment and ask instructors for specific feedback.

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

☐   Immediately contact the instructor to clarify instructions before the next class or assignment is due.

☐   Take advantage of all FREE resources (e.g., ACE tutoring, ACE advising, student counseling, etc.).

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