**Business Math I – 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.

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

Search for new information using YouTube videos or Khan Academy to reinforce current knowledge or clarify questions.

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

Work with groups/classmates in and out of class to check my understanding.

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

Complete assigned tasks prior to the next lecture.

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

Stick to a consistent schedule for studying even when there is no upcoming exam.

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