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