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