Find Success in Your Semester Checklist

- Insert all of your remaining due dates for each class in a monthly or weekly calendar. Ensure that you check each course for changes in due dates, assignment guidelines, and alternative exam formats since moving the semester online.

- **Prioritize** what tasks are most urgent and what can be done at a later time. One way to do this is to write out a To-Do list of starting with the most urgent to least.

- Reduce stress by **starting early**. It can be easy to procrastinate especially when at home. If you are feeling unmotivated try: taking a walk, limiting distractions, think about your overall goal, use timers to break studying up into short focused sessions. You won’t want to do it tomorrow either!

- If possible, set up a space that is dedicated to completing your school work and put everything there that you will need to work on your courses. **Create a study schedule** that outlines time dedicated to completing school work incorporating time prep for exams as well.

- **Limit distractions** including but not limited to cellphones, media, and popup notifications on your laptop. Communicate to the folks that you live with that during your scheduled times you will be working and need to focus.

- Do you have questions, need clarification, or accommodations on any of your course work? Make sure that you **touch base with your instructors or TA’s right away**. The sooner you reach out the sooner solutions can be found.

- Have **group study** sessions via online media platforms such as Skype. Get creative and find ways to connect with your classmates to study, brainstorm, and hold each other accountable.

- **Check-in** on your mental and physical health. Are you sleeping, eating, getting some fresh air? How are you feeling? If you need some support there are great resources you can contact including:
  - Carleton’s Health and Counselling (Crisis Counselling) 613-520-2600 ext. 6676
  - Good2Talk 1-866-925-5454
  - Empower Me 1-844-741-6389
  - Distress Centre of Ottawa 613-238-3311
  - TAO – Online Support https://Carleton.ca/wellness/tao/

- Want more resources and strategies for exam preparation, studying smarter, or time management? Take one of our nine **online learning support workshops** or send us an email csas@carleton.ca

The Centre for Student Academic Support at Carleton University

This resource has been changed from its original format in order to make it more accessible to users. If you know the origin of this material please let us know so we can list the proper citation. Thank you to the students and staff who have contributed to this resource over the years.