

TWELVE ORGANIZATIONAL TIPS FOR SCAD STUDENTS

- TIP I:** Establish your goal(s) to realize your dream(s).
- TIP II:** Assess the reality of what time you do have and do not have.
- TIP III:** **READ YOUR SYLLABUS ALL OF THE TIME – IT IS YOUR BIBLE.**
- TIP IV:** Determine your actual time spent on fixed items (class and work schedules) and any leftover time for projects, studio, homework, sleep, eat and fun.
- TIP V:** Schedule at least one 30 minute appointment with yourself to plan your upcoming week.
- TIP VI:** Know your productivity cycles (low versus high). Do difficult tasks when your in high productivity and easy tasks when your in your low productivity cycle.
- TIP VII:** Use the four step plan – **PLAN, PRIORITIZE, SCHEDULE AND THEN DO!**
- TIP VIII:** Utilize help sessions, office hours.
- TIP IX:** Ask for help before it is too late.
- TIP X:** Handsomely reward yourself when you complete a task that was on your schedule.
- TIP XI:** Practice self-discipline.
- TIP XII:** A balanced life = a happy, healthy and successful life.