**Closing The Deal**

**A Checklist for Finishing the Semester**

**Manage Your Time**

- **Make a schedule** of your exam times. Plot out the time you will study for each exam.

- **Guard your time.** Don’t let roommates, friends, or noisy neighbors keep you from doing what needs to be done.

- Postpone fun stuff if it will prevent you from having sufficient study time. **Study now; play later!**

- **Stick to your schedule.** If something pushes you off schedule, get back on schedule as soon as possible.

**Manage Your Learning**

- **Don’t miss your last class meetings!** You’ll miss information about the final exam, as well as any lecture notes.

- If you aren’t sure where you stand in a course, or if you don’t understand something, **talk with your professor.**

- If you need some **additional tutoring**, do it now. Not all the tutors work during final exams.

- **Utilize all available resources** to help you master the material: study groups, alternate reading sources – use what works for you.

**Manage Your Self**

- **Manage your stress.** Work at getting enough sleep, eating healthy foods, getting a little exercise (even if it’s just a quick walk or a good stretch, it will help).

- If you feel discouraged, **talk with someone** – a friend, parent, professor, staff member....

- **Remember why you are in college.** Relate what you do as you conclude each course to your future goals.