

Finishing the Semester

While browsing at the snack machine trying to get inspiration for this week's column, I asked Dr. Steven Ray for some advice to students about the end of the semester. He gave this sage advice, "just get finished." But how?

Here's some last minuet advice for those "last minuet problems"

- Plan: Use a calendar with all important meetings, classes, tests, and due dates highlighted.
- Understand your responsibilities; Make sure you know what's expected of you. Ask if you're not for sure.
- Prioritize: Do the most important first. You will find that once some of the more urgent needs are crossed off the list, you will be revitalized by a sense of accomplishment. Now is not the time to procrastinate.
- Evaluate your use of time: Decide when you are the most energetic, and use that time of the day for the biggest projects. If you are a morning person, get up one hour earlier to work.
- Don't be a perfectionist: Set achievable goals. Don't waste time trying to make something better than your best. Do what you can and go to the next project.

You're almost there-another semester finished.