



The Keys To Getting Back On Track When You Are Behind



1. Catch Up

Make a commitment to whatever it takes to get caught up by a certain date. Look at your commitments, prioritize them and break them into small pieces to complete.

- Look at your schedule and see if there are times in the day that you can use more wisely.
- Assess where and when you study and change to better times and places. Eliminate both internal and external distractions to your concentration
- Reduce or eliminate recreation, leisure or time spent socializing.
- Explore way of temporarily or permanently delegating responsibilities to others.
- Alter sleep times....go to bed a little later, wake-up an hour earlier.
- Work fewer hours or change your work schedule to accommodate more study time

2. Objectively assess where you stand in the class

- Compute your current grade in the course, and project your final grade.
- Review the course syllabus and put a value on your course participation and other measures for which you have scores
- Discuss your course grade and concerns with your professor, you may be able to identify what is not going right in the course and see the problem more clearly

3. Reduce Your Academic Load

- Reduce your academic load or courses by taking fewer courses or dropping a course. CAUTION: Talk to your Academic Counselor first.

4. Don't Be a Perfectionist

- Realize that turning in the project in a "less than perfect" form is better than not turning it in at all. Points are often deducted for late work.

5. Be honest with yourself.

- Decide if you have the necessary background for success in the course. If not, find available campus resources that you can use to help you succeed. (Descriptions and phone numbers of these resources are included in this packet)
- Assess if you have put forth the necessary effort in the course to succeed. If not, are you willing to make the change to put forth the maximum effort now?

6. Develop a written plan of achievement

- Remember your long and short-term goals and how this course relates to them.
- Set specific daily, weekly and monthly goals for the course, utilize the syllabus for specific dates and tasks. Keep your goals up to date.
- Build in rewards for yourself for completing assignments and sticking with your goals.