### Ways to improve your academic performance

- **IMPROVE TIME MANAGEMENT**
  - **USE A PLANNER**
    - Daily
    - Weekly
    - Monthly
  - **CREATE A SCHEDULE**
    - Map out your time
    - Class time
    - Study/Homework time
    - Credit hours x 3 = time needed
    - Extracurricular activities
    - Part-time job
    - Meals
    - Sleep

- **TAKE BETTER NOTES**
  - Discover other methods
    - Charting your notes
    - Mapping your notes
    - Use a concept map
  - Utilize the **Cornell Method**

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**Summary:** Time management and taking better notes are two ways to improve your academic performance.

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Figure 4: Summarize your notes in the summary section of each page of notes.