

Ten Commandments for the Highly Stressed

- 1 Keep an agenda book and prioritize your assignments.
- 2 Check off your assignments daily on a to-do list and then think about something else.
- 3 Write next to each assignment the amount of time you estimate it will take so that you can plan your evening.
- 4 Remember that study is not productive if you do it when you should be sleeping.
- 5 Even if your assignment is not perfect, turn it in anyway. Points are points, and points determine your final grade.
- 6 Reduce your grade anxiety or test anxiety by doing extra credit; it can make up for past mistakes and poor test scores.
- 7 Complete all opportunities for late work even if you will not get a perfect score on the work. Points are points, and points determine your final grade.
- 8 Don't spend large amounts of time on details that will not raise your grade. For example: That extra artwork on the history poster looks nice, but it does not raise your grade on the assignment. Don't do it.
- 9 Take some time to observe the students in your class who have good grades but are not obsessive. How do they do it?
- 10 Make a vow to yourself that when you stop working for the evening, you will not return to work or obsess about work. Change the channel on your mental TV set.