**Worksheet 7**

Put this handout in your planner to remind yourself not to stress out.

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**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.