Semester Success Packet

This packet has KCLC's most helpful resources to start the semester off strong.

HYBRID LEARNING ENVIRONMENT
1. **Checklist**
   - Looking to adjust back to life on campus? Follow this checklist to get you prepared
2. **Back to School Packing Tips**
   - Heading to class? Make sure you are packing all that you need for your time on campus
3. **Success Strategies for Online Learning**
   - This bird's eye view of the entire semester on one page will support you in tracking important dates and holidays, while helping you visualize which weeks will be busy throughout the semester
4. **Creating your Best Routine**
   - Set goals that are specific, measurable, action-oriented, realistic and timely to help you attain your target

CALENDARS
5. **Semester calendar**
   - This bird's eye view of the entire semester on one page will support you in tracking important dates and holidays, while helping you visualize which weeks will be busy throughout the semester
6. **Weekly calendar**
   - Schedule when you have class, work, and extracurriculars as well as when you want to put in workouts, eating times, bedtimes and time for fun!
7. **Action plan**
   - A way to visually break down your work by day and class (see a complete example on the back page)
8. **Estimating Time Accurately**
   - Break down tasks and estimate the duration in order to improve your time management skills

ORGANIZATION
9. **Student Organization**
   - An overview of how to organize your time, binders, and assignments

GOAL SETTING
10. **SMART goals**
    - Set goals that are specific, measurable, action-oriented, realistic and timely to help you attain your target

PRODUCTIVITY
11. **Pomodoro Technique**
    - This studying technique of separating your work into 25-minute segments with 5-minute rest breaks may help you optimize your productivity
12. **Flow time**
    - You can also capitalize upon the periods of time that you feel as though you are in flow and then take breaks
13. **MoSCoW Method**
    - A productivity system that helps you organize tasks into must do, should do, could do, and would do

LEARNING STRATEGIES
14. **Reading Guide**
    - Learn how to get through your readings using active reading strategies such as scanning and reviewing
15. **Note taking strategies**
    - Tips for taking effective notes while in class
16. **How to effectively use technology**
    - Tips to using technology to optimize efficiency, productivity and concentration while in class or studying
17. **Tips for stress management**

- Quick suggestions to help you in manage your stress during the semester

SELF-CARE

18. **Self-Care Habit Tracking**
    - Are you looking to track self-care habits? This will help you with daily tracking.
19. **How to Build a Sleep Schedule**
    - Use this handout to plan out your nighttime routine to allow for optimal amount of sleep without oversleeping or being rushed in the morning

Also, visit our website for electronic copies of the handouts (https://kortschakcenter.usc.edu/tools-resources/)
as well as On-Demand Workshops on the topics (https://kortschakcenter.usc.edu/on-demand-workshops/)