

FOCUS

ON TERM PAPERS



1. GIVE YOURSELF 5 MINUTES TO START

Take time to look at the assignment and evaluate what needs to get done.

2. CLEAR YOUR DESK

Be comfortable and organized. Have all the tools within reach.

3. DIVIDE TASKS INTO MANAGEABLE PARTS

Avoid being overwhelmed by the scope of your assignment.

4. START DOING SOMETHING ON 1 PART

Small steps toward your goal can inspire you further.

5. RECOGNIZE WHEN YOU NEED MORE

INFORMATION

Do as much as you can on your own then make a plan to visit the library, see a writing tutor, or speak with the professor.

6. RECOGNIZE ESCAPE ROUTES

Email, games, phone calls, and TV can interfere with your progress. But because they are a fact of life build them into your schedule. Turn them all off and set a time when you will turn them back on.