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| --- | --- | --- |
|  **Weak Objective**  | **Strong Objective**  | **Excellent Objective**  |
| Read Economics  | Read Chapter 3 in Economics  | Read Chapter 3 in Economics, pages 152-179. Write a summary of the main topics. Create a list of questions I was not clear about to ask about during office hours.  |
| Do Math Homework  | Complete problems 1-25 on page 149  | Complete problems 1-25 on page 149. Take the practice test at the end of the chapter. Ask a Math Peer Tutor to assist in reviewing problems I am unclear on.  |
| Write paper for Fundamentals of Politics  | Review text for assignment and brainstorm thesis statement  | Review text and jot down examples to use to support my ideas and thesis. Cross reference my examples with class discussion notes. Make a Writing Skills appointment or use the drop-ins. |
| Study for French exam  | Review chapters 5-9 for French exam.  | Review chapter 5 on irregular verbs. Make a list of irregular verbs and conjugate them.  |

# Getting Organized: Setting Smart Goals

**What do I do when I am caught up on my work and don’t have anything to do?**

Use this time to “practice”. Make studying a habit and you will build stronger neural pathways – what we repeatedly do becomes easier and more automatic. Unless you have taken the last final exam for the semester, there is no such thing as “having nothing to do.” You have reading to do in most classes, so use ‘down time’ to read the next chapter or review the last section. Check your calendar to see what your next assignment is. You can review your lecture notes or your lab manual to check comprehension. Create a study guide for your next exam. Use this time to practice and make studying a habit.

**What if I get stuck and can’t figure out how to set and meet my goals?**

At BU, there are a wide variety of services to help students with academic success. A learning coach can help you not only with your goal setting process, but also assist you on particular issues in your classes. A learning specialist can help with writing, math and learning skills. A counsellor in Student Services can help you look at the big picture, and an Academic Advisor can help you plan for the long term.

**How long do I need to study?**

The answer to this question depends on your short-term study goals but to be productive plan on a half an hour to one hour at a time. In general, two hours of sustained work is the most before most of us need a short break to maintain focus. During each week, you should plan on at least an hour of studying for every hour of class, in each course. If you are taking 4 courses, each with 3 hours of lectures a week, you need to plan on a **minimum** of 12 hours each week of course-specific work, plus pre-lab preparations, adding to this time as required by the difficulty of the course and the schedule of tests or assignments.