

SMU *Connected*

Academic Reminders

**Get Organized
With
Schedule
Builder!**

**Enrollment
Opens
Nov 1st**

Find schedule builder on My.SMU
under the enrollment tab & start
planning spring semester classes today!

WHY USE SCHEDULE BUILDER?

NO NEED TO SEARCH FOR SPECIFIC SECTIONS

CHOOSE UP TO 7 COURSES FOR YOUR SCHEDULE

SPECIFY FREE TIME BETWEEN CLASSES AND UNAVAILABLE TIMES

EASILY FIND COURSES TO SATISFY REQUIREMENTS

HAVE ALL POSSIBLE SCHEDULE OPTIONS FOR SELECTED COURSES AT THE READY!

→ Did you know? ←

Did you know that enrolling in courses using Schedule Builder allows you to block out times that you are unavailable for work or other important activities? This [video](#) will show you how to construct a schedule using Schedule Builder to build the right schedule for you. If written instructions are better for you, check out instructions [here](#).

Office of Engaged Learning



Upcoming events from the office of Engaged Learning:

E-Launch Entrepreneurship Workshops

- [Demographic and Consumer Research - TODAY 10/20 at 5:20pm](#)
- [Lean Canvas - 10/27 @ 12:00pm](#)
- [Prototyping at The DIG - 11/10 @ 12:00pm](#)

Clinton Global Initiative University

- Calling all world changers! The [CGI U application cycle is now open](#)
 - [Information sessions for prospective students](#)
 - Contact engagedlearning@smu.edu for help with your submission
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Student Academic Support Programs

STUDY SKILLS SPOTLIGHT

Concentration Strategies

Use a "Later" List

Do you notice yourself losing concentration because one piece of content reminds you of something else, then another something, and another, until you've gone on a long tangent unrelated to the task at hand?

Try using a "later" list!



Different than a to-do list, a "later" list is where you write down reminders, worries, or tasks to accomplish later.

Get the thoughts out of your head, on to paper, and re-focus!

The Check-Nique

Use the "**Checkmark Technique**" to keep track of how often you get distracted.

Each time you divert your attention from your work, give yourself a checkmark. Keep a sticky note with you for classes, homework, and study group sessions to record your checkmarks.

At the end of your studying or class session, count your check marks, and make a goal to reduce the checks for the next study group or class session.



Practice Thought Stopping

The next time you notice yourself getting off-track **visualize a STOP sign**. Stop your off-track thought, and re-focus on the task you're aiming to complete.



This widely recognized symbol helps support visually finding new focus.

The Pomodoro Technique



STEP 1:
Choose the task



STEP 2:
Set a timer for 25 minutes



STEP 3:
Work on the task until timer ends



STEP 4:
Take a quick break for 3-5 minutes



STEP 5:
Repeat the cycle up to 4 times

After completing all steps 4 times total, take a 20 minute break and start again!

Developed by Francesco Cirillo in the 1980s. Each interval is a 'pomodoro', from the Italian word for 'tomato', after the tomato-shaped kitchen timer Cirillo used.

[Attend a Learning Strategies Workshop](#)

Start Smart.
Finish Strong.

