

## Resources

Here is a list of resources to support your academic success. These sites provide information on many of the areas key to student success including time management, organization, goal setting, study and test taking, writing skills, and understanding your learning style.

### General Student Skills

- Goal Setting
  - A lesson on [setting goals](#) from the Maine Center for Career Development
  - Find a variety of [goal setting worksheets](#) available for free download
  - Online goal setting site - [www.43things.com](http://www.43things.com)
  
- GPA Estimator
  - [Calculate your GPA](#)
  - [Raise your GPA](#)
  
- Motivation
  - [Boost your motivation](#)
  
- Organization
  - [Help Students Get Organized](#) - 20 easy tips to help you get and stay organized!
  - Online organization with the App - [www.rememberthemilk.com](http://www.rememberthemilk.com)
  
- Time Management
  - [Overview](#) – Use ACT’s Student Readiness Inventory Tool Shop for a 4-step guide to managing your time.
  - [Developing your Schedule](#) – This interactive tool shows you how and where you spend your time each day as well as additional resources to help you plan your time effectively.
  
  - Calendars and To-do lists
    - [Monthly Planner](#)
    - [Semester Calendar](#)
    - [Weekly calendar](#)
    - [Electronic to do list](#)
  
  - Using Technology for Time Management
    - Microsoft Outlook - In addition to accessing your NEC e-mail through Outlook, you have access to a calendar through any computer with web access. You may also be able to access it through your Smartphone. For information on how to configure your device to access Outlook on your phone, contact the NEC helpdesk at [helpdesk@nec.edu](mailto:helpdesk@nec.edu).
  
  - Internet-based organizational system  
[http://www.studyrails.com/view/render\\_page/home](http://www.studyrails.com/view/render_page/home)

## Study Skills and Test Taking Strategies

- Class Participation
  - [Class Participation: More Than Just Raising Your Hand](#) - Use this tutorial from San Francisco State University to assess and improve your participation in classes.
- Memory
  - Learn about [Memory](#) with a fun exercise!
  - Tips for [Improving Memory](#)
- Note Taking
  - Learn the basics of effective [Note taking](#) from Dartmouth College's Academic Skills Center.
- Reading Textbooks
  - Review the [SQ4R](#) textbook reading process.
- Test Preparation
  - Overview of [test preparation strategies](#)
  - Preparing for [multiple choice exams](#)
  - Preparing for [essay exams](#)
  - [Overcoming test anxiety](#)
- Writing Resources
  - [APA online writing lab](#) with lots of helpful information on writing papers for Psychology, Sociology, Education, etc.
  - [MLA online writing lab](#) for Writing, Communications, English, etc.
  - [Chicago/Turbabian](#) style of documentation for Political Science, some History, etc.
  - Information on distinguishing [types of sources](#) (primary, secondary, and tertiary).
  - Online site for figuring out the order of items in references if you have all of the information. <http://www.easybib.com/>

## Know your Style

- Learning Style
  - What is your learning style? Find out with this quick survey on [howtolearn.com](http://howtolearn.com).
  - Looking for even more? [Click here](#) for an in-depth review with implications for your style.
- Keirsey Temperament Sorter
  - Find out your temperaments for free at [keirsey.com](http://keirsey.com).
  - Use the Keirsey to understand and [improve your learning](#), in and out of the classroom.