

Know what the
problem is
asking.



Organize your
thoughts .



Allow enough
time to get
things done.



Ask for help if
you don't
understand.



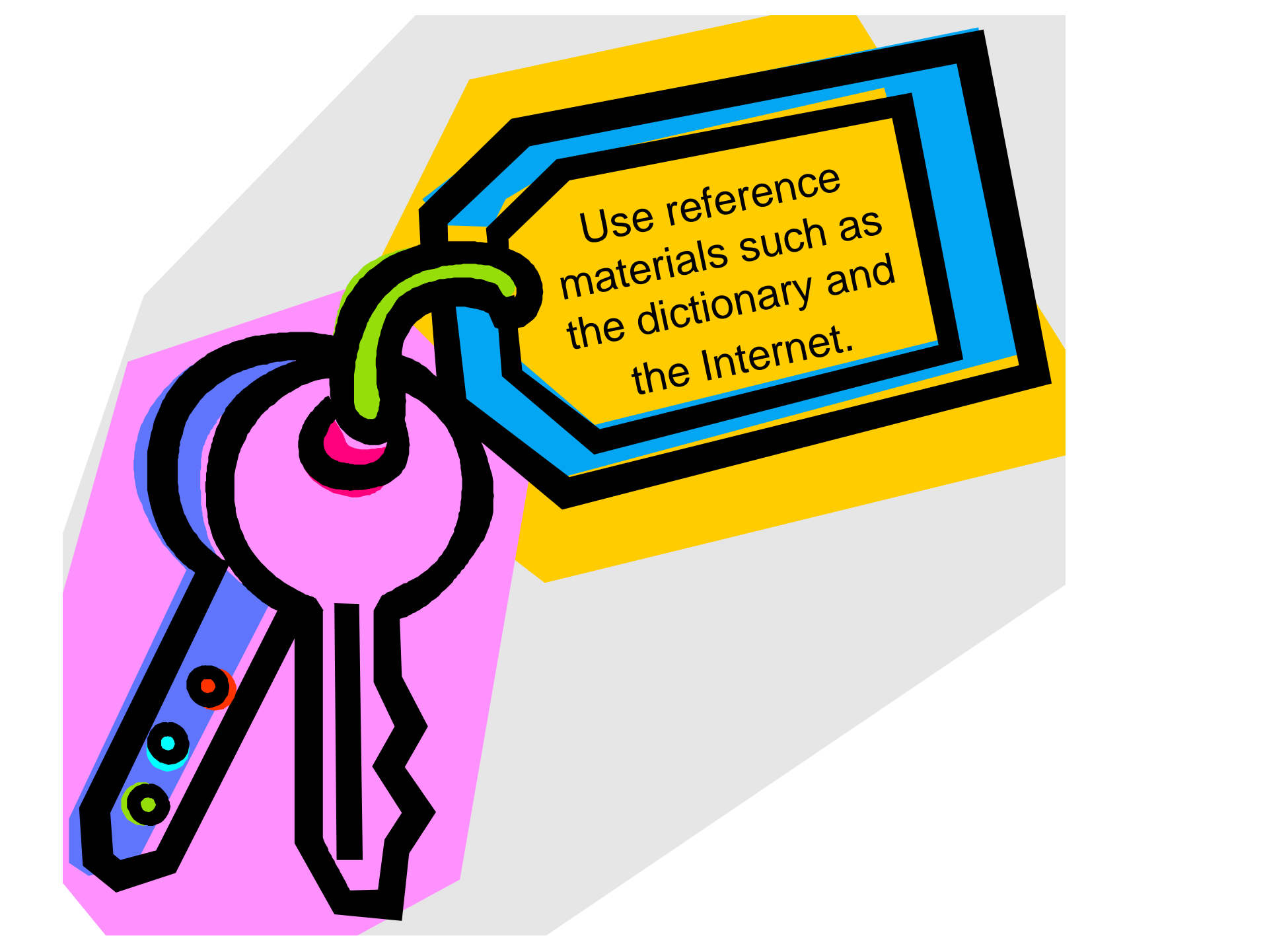
Set goals.



Do your own
work.



Take time to do
things right.



Use reference materials such as the dictionary and the Internet.



Be an active listener.



Reward yourself
when your goals
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