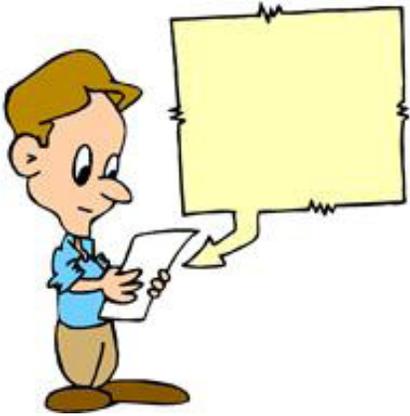


Arranger



You can organize and have a complementary flexibility. You like to figure out how all the pieces and resources can be arranged for maximum productivity. Your talent is valuable because it helps you keep looking for the right combinations of people and resources to complete projects successfully.

General Academic Life

Note all assignments, tests, and appointments on a calendar. Use your planner to coordinate your personal and academic activities.

Read all directions prior to taking tests. Allot appropriate time to each section of the examination.

Be prepared to stop working on a current project and begin a new one in case the situation changes.

Keep all notes related to a topic on one page. Make them easily accessible for studying, test taking, and research papers.



Study Techniques

Prioritize your studies. Identify the most important tasks based on deadlines, percentage of final grade, and difficulty. Balance your workload.

Underline, highlight, and take notes in margins of books. Summarize main ideas.

Pick locations where you can study. Figure out why certain environments are better for particular subjects.

Schedule study breaks to clear your mind. Check on other projects, or make phone calls.

Break each study session into distinct modules. Plan time to read, write, work on projects, eat, sleep, exercise, and socialize.

Arranger

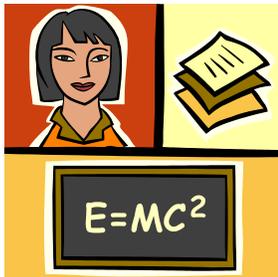
Relationships

Recognize that you can change your personal agenda to meet others' demands. Ponder how you adjust your living and working environment to help others reach their goals.

Assemble people to work on major class projects and prepare for exams. Name the ways you help your study buddies distribute and redistribute learning tasks.

Create opportunities for group members to teach each other.

Plan activities to mark the end of projects and success on exams.



Class Selection

Help your instructor plan class projects. Volunteer to assemble needed supplies. Distribute materials to students and collect them at the end of class.

Figure out ways for your classmates to manage their workloads so that they complete projects on or before the due date.

Suggest independent study options to your advisors and professors. Design your own curriculum.

Examine the course catalogs from other schools in the vicinity. Substitute some of these courses for ones on your degree or certification plan.

Extracurricular Activities

Orchestrate your study time so that extracurricular activities can fit into your schedule.

Get involved and stay busy. Mix non-academic projects, appointments, meetings, and tasks into your day or week.

Coordinate routine activities, special events, trips, parties, and projects for your teammates.

Mix and match the talents, knowledge, skills, and experience of your classmates to launch a project, move toward a goal, or produce desired outcomes.

