

# Set yourself up for success



## Dedicated workspace

Create a comfortable workspace where you can study. Keep it neatly organised and free from distractions.



## Create a realistic study plan

Set weekly goals and schedule daily activities on a study calendar. Dedicate specific times every day to complete your course work. Stick to the plan.



## Backup, backup, backup!

Work on Google Drive using your NWU student Gmail account:  
[studentnumber@student.g.nwu.ac.za](mailto:studentnumber@student.g.nwu.ac.za)  
It is an effective way of keeping your documents backed up.



## Stay ahead of your schedule

Avoid procrastination. Finish assignments ahead of deadlines. Manage your time effectively.



## Take regular breaks

Keep your mind from wandering by not pushing yourself to your limit. Step away from the screen.



## Stay on top of your email

Connect with lecturers via email. Include time in daily schedule to check, respond to, and organise emails.