

## TIPS FOR COMPLETING YOUR ASSIGNMENTS

1. Begin now, and be diligent. Don't wait until a more convenient time to read and study; it won't happen.
2. Calculate the number of pages you need to read per week to finish in time to prepare your papers. Schedule your reading time accordingly.
3. Read steadily, underlining the main points (use pencil). Don't stop more than two minutes to ponder points unless the point is major and will probably be built upon later.
4. Schedule specific days to work on your papers and exam questions.
5. Plan to spend 3 hours per ACBC/NANC exam question, at least until you get your rhythm with the questions. If you are completing your final BCM class, you can join the ACBC exam blog and use the blog 'helps', which are found in the 'file' icon of the blog. These will tell you where you can find the answers to the questions. To receive an invitation to the blog, email Sue using your gmail account. (NOTE: BCM students must pass all six BCM classes in order to use the ACBC blog to help them write their exams.)
6. Allow wiggle room in your schedule in case of emergency, but use wiggle room *only for emergencies*. Lack of planning and diligence does not constitute an emergency. Better to finish ahead of schedule than to fail to finish.
7. Email Sue at [sue@bcmin.org](mailto:sue@bcmin.org) if you get stuck.