

01



PACE YOURSELF

If you're returning to school as a working adult, it might be wise to **start a little slower**. Ease into juggling your classwork with your job by saving tougher courses for quieter times at work, or online courses for busy season when you have to put in extra hours.

02



PICK YOUR PRIORITIES

It's often said you can have it all, but not all at the same time. **Rank what matters most** in your life, so you can **put extra projects on the back burner** until your schedule allows.

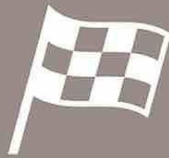
03



SEE YOUR FUTURE

A clear vision of the **career you're dreaming of** can help you make solid decisions when managing your time and effort. Goal-directed actions can help you progress to your desired future.

04



STAY ON TRACK

Too many of us set unrealistic goals for ourselves, or give in to distractions that drain our energy. Working students **benefit from a distinct plan** geared toward career readiness.

05



ENLIST YOUR EMPLOYER

When you develop enhanced skills and knowledge, it can benefit your employer, too – and you can use all the support you can get.

Talk to your supervisors about scheduling options like flextime, avoiding overtime, etc.

06



WORK WITH A TEAM

Leverage teamwork both at work and at school: what about joining (or starting) a study group or a carpool? **Look beyond your usual circle of friends and family** to your university community for others with similar needs.

07



KEEP IT SIMPLE

Research shows that making decisions makes us less productive, so small habits, like eating the same breakfast every day or working the same hours each week, can give you a valuable brain boost!

*President Obama has mentioned he typically wears only blue or gray suits because he has too many other decisions to make.**

08



SPEAK UP

When you can't see your way past an obstacle, **reach out!** In addition to academic advisors and colleagues, you might be surprised at the kind of help you can find – from tutors to babysitting services.

09



TAKE CARE OF YOURSELF

If you aren't getting enough sleep, exercise and nutritious foods, everything else tends to suffer. **Think healthy!** Allow time to park farther away from campus and take the stairs. Or, as you pack your lunch, include a healthy snack for your commute to school in the evening.

10



BREATHE

With so much going on, at times you might feel scattered or spread too thin. Rather than work yourself into a frenzy, try the opposite: take a moment to **calm your mind and catch your breath**. It can change your outlook to unplug from work and put down your books for a bit.

<http://www.apa.org/pubs/journals/psp/psp945883.pdf> (Page 897)

<http://www.wnfyair.com/news/2012/10/michael-lewis-profile-barack-obama>

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