**Applying Arranger Talents in Academics**

*These insights and action ideas can help you apply Arranger talent to achieve in various aspects of your academic life.*

**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 project, eat, sleep, exercise, and socialize.

**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.