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The image shows a group of diverse young adults in a classroom setting, all giving thumbs up. The text is overlaid on the image. There are two circular logos: one for The TEFL University and another for Tecca International.

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Introduction

Are you planning about juggling work and school? Then, you are not alone! With the continuous rising cost of living along with amplifying financial pressures, most students find ways on how to earn income while studying. Based on researches, this trend will continue as scarcities in the workplace increase.

However, even if combining an education and work can be a tough balancing act, professionals say that it always pays off in the long run. Just make sure that you know how to balance your work and school.

When it comes to balancing work and school, most students find it challenging. Instead of worrying about this issue, the best thing that you can do is to finalize your schedule and know your priorities.

To guide you on what to do, simply read this eBook. This eBook provides a brief reference on how to balance your work and school. Upon reading this guide, expect that you can easily solve your major concern and able to finish your study while having an ideal performance at work.

Community College Choreography

Balancing Work and School

Chapter 1:

Attending Community College Basics

If you are planning to go to community college, you could be making an ideal choice. Whether you opt to go to a university or just want your associate's degree, you may like what you find when you go to a community college.

To give you a hint about community college, you are free to read the succeeding paragraphs as your reference.

What is a Community College?

A community college, also known as technical college, junior college or City College, provides a level of accessibility when it comes to finances, time and geography.

Furthermore, it has multiple features that are different from liberal art colleges and universities and these include the following:

- A community college specializes in serving live-at-home and part-time students. It is ideal for students who desire to improve their educational level while balancing work and family.
- It is significantly less costly per credit hour than private or public four-year schools. Tuition can be in the range of 1/3 that of a public schools and 1/10 that of a private college.

- A community college is always open to admit students. It means that anyone who has a high school diploma will be accepted and has a chance to study.
- It does not provide four-year baccalaureate degree. A community college has a two-year curriculum that often ceases with an associate's degree. In addition, short programs may also lead to specific professional certifications. Most students prefer to shift from community colleges to four-year colleges.

As a student, you have to know that community college is a college and it needs pre-requisite skills best acquired in high school. Whereas community colleges offer higher learning for all, they however have standards and rules that every student must meet to move forward rationally.

Advantages of Attending a Community College

Most people prefer attending in any community college. But, few of them know its various benefits. There are several reasons why you have to choose to enter in a community college. If you are not aware of these and here they are:

- **Cost** – The most visible reason why students attend to community colleges is because of its financial advantage. Most of these community colleges charge less than 2,000 dollars every semester to attend full time. Attending community school provides students the possibility to organize the fiscal demands of a four-year college if they are planning to transfer.

- ***Flexible Schedule*** – Most students don't understand that if they are planning on working while attending school, community colleges can be the best option. They provide far more night classes compared to other schools. Thus, you don't have to worry especially when you have a part-time job before your class. You can still be at school without missing out on any subject.
- ***Explore Major Options*** – If you are attending at a private university, you have to spend thousands of dollars per semester. To save more money, you can attend to a community college. It is quite cheap and allows you to explore the different major options.
- ***Smaller Classes*** – In community colleges, classes are quite smaller than private and public schools. Thus, professors have the chance to learn more about their students. Similarly, students will find their professors more accessible and can obtain assistance when they need it.
- ***Qualified Instructors*** - In community colleges, most accomplished professors teach part-time to allow plenty of time to concentrate on their own career goals and pursuits.
- ***Transitional*** – Attending community colleges provides students a great chance to earn college credit while taking the time to pick the four-year institution that is ideal for them. Since it has a little fiscal investment, students are discouraged from dropping their courses in total.

Through knowing the basic information about community colleges, you will probably be tempting to find the right one. As a result, it is easy for you to finish your desired course and achieve your desired goals in life.



Chapter 2:

Getting Organized

College is completely different from elementary and high school levels. When you are in college, there are more tasks to complete independently to survive.

As a student, you have to get to class, have the assignments done, study for quizzes and tests and coordinate all of the supports that you may need. Since college level is quite a challenging one, you need to get organized. The main question is, how can you do it?

Top 5 Ways to Get Organized for College

Most students who leave home for college are not familiar on how to put gas in their cars or run a load of laundry. College needs students to get organized and handle of their own lives.

There are several things you need to do as a professional and effective college student and here they are:

1. ***Track Your Finances*** – No matter what your budget is, it is essential to stay in control of your finances through paying bills on time, constant balancing of your check book, keeping records of all scholarships or loan payments and other related concerns. Students who fail to track their expenses often find themselves trouble after several days.

2. ***Keep a Calendar*** – Most high school students depend on their parents to make and keep track of their meetings and appointments. When you are in college, you don't have to rely on them. You need to keep your own calendar. In most cases, students find that the calendars on their phones and computers are ideal for recording essential dates and automating reminders. Additionally, when making notes of your appointments, you have to record exam dates, due dates, school holidays, essential registration deadlines and your working schedule.
3. ***Recognize Your Medical History*** – When attending in community colleges, some students encounter medical problems because their parents are not always there to provide care or support. As advised, know your own medical history. You also need to keep a list of any adverse reactions or allergies you have had to medications. Like others, it is also best to keep track of your insurance cards. You will need details like this if you will visit the campus health center or other emergency care centers.
4. ***Always Be on Time*** – You are always on time, you are showing your maturity, respect and organizational skills. It means that you are arriving on time to class, interviews, work and appointments. When you are prompt, you convey a precise message that you value other people's time and properly organized to prioritize your regular activities.
5. ***Obtain Insurance when Needed*** – Most college students ignore insurances until it is too later. So, make sure that you get organized

and plan ahead for your insurance needs. Say for instance, if you have a motorcycle, you need auto coverage. You may also consider rental insurance if you want to cover your personal property.

Take note that college students need to take care of more than just their class work. When you say getting organized, it includes being an adult enough to take accountability for your money, health, time and future.

Organizational Ideas for College Students

If you have a full load of classes and a part-time job, you will surely find it hard to study. To solve your major concern, you can follow the succeeding organizational ideas:

- **Goals** – Setting goals is easier said than done. Like other college students, you have to determine what your goals are. Then, you need to work toward them. Whether you have a short or long-term goal, make sure that you find ways to reach that goal based on your given timeframe.
- **Time Management** – It is best to determine a regular study time. Don't forget to allow yourself enough time every morning to shower, collect your thoughts and get your materials together. Effective time management is a perfect way to reduce stress.
- **Clutter Control** – Never allow clutter to build. Make sure that you create separate folders for every class. Keep everything in the same place each day so that you don't have to rush around looking for your essential things. As advised, throw anything you no longer need and keep your desks clean.

- ***Personal Planner*** - Don't forget to write down your every day assignment and working schedule. Through personal planner, it gives you room to write your plans regularly and offers a one-month calendar.
- ***Study Refuge*** – As advised, create a comfortable and well-lit spot in your room that is ideal to study time. You can occupy this space to fully focus your study.

Aside from the above mentioned, if you find it hard to understand your subject, you are free to seek help from your professors. Never let those difficult assignments take over your desk. In addition, always be kind to yourself. Though you have to schedule your work and study, you need to go out with friends after you finish any tough task.

Chapter 3:

Choosing Study Time

Studying is a vital part of the educational experience. In most cases, it is required to do well on quizzes and pass the class. Depending on the difficulty of the class you take or course load, studying can take more time than the usual schedules.

As a student, you have to consider your lifestyle and know the best time to study to ensure that you will pass the tests and course you take. To give you a complete guide, here are the best times to study your lesson:

Before and After Class

Most experts suggest that studying your lessons before and after class can be the best options to improve your memory. Studying before your class lesson will prepare you for the present's lesson. Thus, you can better comprehend and participate in the classroom discussion.

If you study after class, you are more possibly to keep hold of the information you just have taken up in the class. Thus, studying in this combination will assist you remember and organize basic concepts.

When You Have the Full Energy

Most students are very lively in a certain time of the day. Through choosing to study at this time, you can easily finish your tasks well done. Thus, your study habit will be more productive.

However, if some subjects give you more difficulty than others, always study first the tough classes. You will be at your very best for understanding challenging materials.

At the Same Time Each Day

One of the best study times for students is studying at the same place and time every day. It can work better to schedule time for understanding your lesson instead of waiting until you feel up to it.

Additionally, this studying schedule stops you from procrastinating or getting behind in your class lessons. You will also feel comfortable and conscious during your study sessions.

Use Waiting Time

Most community colleges recommend studying during the time between your classes. When you do laundry or wait for a bus, you can do more productive things. Like others, you can have a short study lesson. Just make sure that you always carry a textbook or small study aids so that you can easily study even when in a short period of time.

Studying at Night vs Daytime

Some students claim that studying at night is best than daytime while others strongly disagree with this statement. To give you some clues about this topic, you may consider the following:

If you study at night, you will get the succeeding benefits:

- Tranquility and silence
- Empty Libraries
- No Distraction
- Creativity

If you study at daytime, expect that you will experience the following:

- More energy to study
- Easier to communicate with others
- Natural light is best for your eyes
- Engage in the community while studying

Whatever options you prefer, all you need is a full dedication to study your lesson. If you study hard, it is easy for you to understand your lesson and be on top of the class.

How to Manage Your Time Schedule?

There are so many hours in a day, week and in every semester. Thus, you have to know how to use them professionally. To be successful in community colleges, you must carefully handle your study time. To expand your ideas, here are the best strategies you can follow:

- ***Prepare a Term Calendar*** – At the beginning of a term, you need to prepare a Term Calendar. You can do this through recording your

school assignments with their schedule tests and due dates. You also need to record your known out-of-school activities and planned school activities.

- ***Prepare a Weekly Schedule*** – Every Sunday, you have to make a weekly schedule. Do this through recording your regular classes, entering things to be done for the succeeding weeks, reviewing your class notes from the previous week and other related concerns.

Through considering the aforementioned strategies, expect that everything will be in order. Thus, you can study hard and get best grades from your professors.



Chapter 4:

Tips about Scheduling

Whether you are too busy with your studies or work, you have to know how to schedule your time. Through this, you can easily know your priorities and able to finish your tasks on time.

When it comes to scheduling, most students attending in community colleges find it hard on where to start. If you are one of them, this is your chance to solve your major concerns.

7 Recommended Tips for Professionally Managing Your Time

Managing your time is not as tough as you think. All you have to do is to know its precise tips and tactics. To give you some hints, here are the top seven tips you shouldn't miss to follow to ensure that you effectively manage your time:

1. ***Be Organized*** – To do this, you have to use time saving tools such as appointment calendars, email, answering machines, to-do list and file folders. It is also best to have an organized workplace. Like other students, you have to use your appointment calendar for everything, including listing working or studying time. Your to-do list, on the other hand, is perfect for both daily and long-term schedules.

2. ***Plan Ahead*** – As a student of community college, you have to determine how long your tasks will take. You also need to consider whether any activity can be combined or not. Similar with other students and workers, you have to know if big tasks can be broken down into smaller jobs that may be simpler to schedule such as studying for quizzes and visiting the library.
3. ***Prioritize Your Tasks*** - You have to use 1-2-3 rating system for items on your to-do list with 1 being the highest priority. You also need to set goals for both the long and short terms as to what you opt to accomplish. It is also best to look at all of your to-do lists to gauge the time needed and whether additional resources will be required to complete them. As advised, make sure that you don't postpone the small tasks because if you overlooked them, these tasks can become a bigger one.
4. ***Avoid Overload*** – Even if you are eager to finish your tasks immediately, you don't have to pressure yourself. Make sure that you include time for relaxation, eating, sleep, exercise and socializing in your to-do list or schedule. As advised, have short breaks during work or studying periods. You also don't need to put everything off until the last minute. Most importantly, learn to say “No” and to bargain better deadlines when needed.
5. ***Practice Useful Study Techniques*** - To do this, you need an appropriate study environment. It is also best to split large tasks into manageable tasks. Additionally, don't forget to read for conception rather than just to acquire to the end of the chapter. You also need to

be prepared to ask inquiries as they come up during lessons rather than waiting until just before the quiz.

6. ***Be Flexible*** - Always expect the unexpected. This is the common phrase that you will hear from the experts. When unexpected situation happens, you need to be able to fit it into your schedule. You also need to know how to rearrange your schedule when needed. In addition, it is best to know who to ask for help if needed.
7. ***Have a Vision*** – Simply ask yourself – why am I doing this? Then, have and follow a personal mission statement. You also need to remind yourself why it is important to you.

Above all, you have to be positive in all the things you do. If you are confident with what you are doing, chances are you will lead to a better and successful result.

Chapter 5:

Time Off Before Tests

Every college student desires to pass their respective exams and tests. But, with their busy schedule, some of them fail to study and they prefer to scan their notes a few minutes before the exam. If you do the same thing, then you have a chance to fail and get poor remarks from your professors.

As expert's advice, it is best to study a few days before the exam. Then, during the examination day, all you need is to relax and think positive that you can easily answer all the questions on the test papers.

Steps-by-Steps on How to Time Off before Exams

For most individuals, relaxing before exams is completely hard to do because you never fail to think on what will happen during the examination. The extra stress affects your health and your grades as well. Thus, steal a moment to take a deep breath and prefer to relax. If you don't know how to relax, here are the steps-by-steps on how to time off before exams:

Step 1: Prepare for the Exam a Night before Its Schedule – The earlier you start studying, the most at ease you will feel with the materials. As advised, you need to give yourself at least one or two weeks to review course material. You also need to stop cramming about an hour before the examination and thus, you can concentrate on relaxing instead.

Step 2: Step Away from the Desktop Computer and Books – Physical activity allows you to relax, concentrate your thoughts better, clear your head and obtain your juices running. You also need to take daily breaks while studying and then taking a short walk just before the examinations start.

Step 3: Breathe Deep – Deep breathing provides a simple method of reducing stress. All you have to do is to close your eyes, calm down your body, breathe in gradually through your nose and exhale through your mouth. You have to repeat these steps until you feel calm. This works while studying and just before the final examination. As advised, you have to try this step in your seat instead of cramming a few minutes before the exam.

Step 4: Visualize Yourself in Control during the Exam – This type of technique helps you in lessening anxiety and prepare you for examinations. Spend a few minutes the night before and in the last minutes before your examinations.

Step 5: Rest Well before Your Exam – Though you are quite worried what will happen during the examination, you need to stop thinking negative things. This can help in promoting a better sleeping habit. Through adequate amount of sleep, you can think clearly and answer complex questions during the exam.

Step 6: Arrive Early – When taking exams, make sure that you arrive early on the exact location so you will never feel rushed. This also provides you time to practice a few relaxation exercises.

Apart from the above mentioned, it is best to keep the essential of the examination in perspective. It is not likely the end of the universe, even if you fail to pass the exam.



Chapter 6:

Make Sure to Live Healthy

College is considered to be the best years of one's life. It is a time to search your career path and meet some of your best colleagues for life. However, though you fully focus on studying while working on a part-time job, you have to make sure that you are living in a healthy way.

To give you some guides, here are the following details to a better college routine and healthy living:

How You Should Exercise?

Even if you are too busy with your school activities, you have to adjust your schedule. You need to schedule a healthy schedule like daily exercise. As advised, try to include at least 15 to 20 minutes for your weight train. A more exciting alternative would be to play basketball, especially if your school gym head allows you to use this.

An average college student can burn just about 500 calories during a dynamic basketball game and that is better than a 15-minute run on a treadmill for some people. Take note that it is also best if you like to do cardio exercises after you workout with the weights.

When you do some workouts, your endorphins will increase and that increases the happiness and pleasure you will experience throughout the day. Additionally, exercising may assist to improve your mood through

increasing self-confidence and assist to lower the symptoms related with anxiety and mild depression.

How You Should Eat?

With your busy working and school schedules, you may fail to eat the right amount of foods every day. You may neglect eating your lunch or dinner just to finish the needed school assignments.

When it comes to food intake, don't forget to try to stick with smaller meals. Like others, you may realize that eating smaller meals boosts your metabolism and you will make you hungrier the whole day so that can regularly refuel your body with food.

Regular eating of foods and water are vital in college to refuel your mind and body. Take note that you should eat junk food in moderation. If you are just regularly consuming crap, you will appear like a crap. Your body metabolism is your ideal friend throughout college and thus, you have to treat it well. It will lose fat and keep you lean. Additionally, bigger meals may result to more fat storage because your body cannot absorb all that was consumed.

Time Constraints

You have to do the training between classes. In some cases, you will find yourself with one or more breaks in between classes. There are some situations that you may see students using their rest hours to hang out with

their friends. You can use this opportunity to get your workout finished so that you have the entire time ahead of you.

Another best alternative would be to go at night in between homework or after you have finished them. In addition, you can also try to eat meals that can be taken on the go. This is often observed if you cannot find the time to sit down and eat. As advised, don't let your time interfere with your eating schedule.

Alcohol Intake

During college life, most students started to drink alcohol. Though you can't easily take away alcohol, it doesn't mean that you will drink anytime you want. If you love to party, you need to face the reality that the average 12-ounce beer is loaded with 149 calories. Light beer has a few contents of 110 calories, but never allow the term "light" to trick you. Although light beer contains fewer calories, it fills you up less. Therefore, if you continue to drink more light beers, you are likely to get more calories.

Even if you are allowed to drink alcohol moderately, you have to schedule your activities. Unlike others, never drink or hang out with friends especially when you have classes or work tomorrow. Hang-over always leads to poor performance in schools and even at work.

The Absolute No-No!

Like other college students, you have to try to stop eating right before bedtime, particularly carbohydrates. Foods that you eat before bedtime will remain in your body as fat while having a long hour of sleep.

Take note one thing – college consists of the best and long years of your life. So, you have to live it up. However, you will find that an active and healthier lifestyle you live in college, the more productive you will be. It is also possible that you will feel better when you achieved your dreams in life.

Chapter 7:

The Importance of Balancing Your Life

One of the most essential things on Earth is the so-called “balance”. It is essential for people who opt to achieve a healthy and active life. To know more balance, you are free to read the succeeding paragraphs as your guide.

There are multiple aspects in life that you need to keep balanced in order to reach overall health, happiness and security. You also need to develop every aspect to give yourself an opportunity for growth and development. Bear in mind that it not easy to reach a balanced life. However, with enough knowledge and determination on how to do it, it is not unfeasible to happen.

One of the most essential areas of a person’s life is the body. You need to ensure that you will maintain your body healthy and active to be able to perform all your responsibilities and duties. You also need to eat a proper diet and maintain your body fit through doing regular training or going to the gym.

Apart from keeping the body healthy, these could also make you appear more stunning. Looking and feeling gorgeous will also contribute to the personal aspect of your life. Your personal aspects include your feelings, emotions and the way you think about particular things. It is also advisable to keep a positive outlook in life.

Your mind is a very influential organ as it could control your emotions and feelings. Never feel negative feelings such as self-pity, insecurity, disappointment and sadness. Being optimistic and thinking positive will do great wonders. They will also assist you achieve contentment in life that will surely turn into bliss.

When it comes to total happiness, there are various aspects that can contribute to a people's life and one of these is the financial concern. Even if it is true that material things and money should not be the focus of your attention, the reality still remains that this is very essential for you to survive in this world. Thus, you have to save money through keeping a part of your daily income or invest in anything that could give a great return. This will provide you a peace of mind, sense of security and will prevent you from having any financial trouble in the near future.

Even if your present job could provide you steady source of income, it doesn't denote that it's a perfect job for you. Take note that is also essential that you like what you are doing because this will reduce the stress level that you get and will provide you the motivation to develop your work performance.

If you opt to expand your skills, knowledge and abilities, you are free to take additional education which is another aspect of life. Additionally, you should also have enough time to develop your social life. As advised, go out with your friends or spend enough time with your family. This will provide you the feeling that you are being loved. Your life's spiritual aspect is also essential, particularly if you feel that you need some assistance or enlightenment during hard situations.

If you are too busy with your work and school, it is best to reward yourself after accomplishing your tasks. You can try out new sports or begin a new hobby that will suit your interests. It could be any kind of exciting activities that you can do by yourself or with friends. A balanced life can do multiple great things that will make you healthy and happy. So, make sure that you do everything to practice a balance life.

After reading this context, you have a chance to learn various things about attending in any community college. It is also easy for you to balance your work and school. As a result, you don't have to worry on how to survive in a college life.

Regardless of your course, you need to show not only to yourself but to other people that you can balance your work and study. Not all students have the ability to study while working from any part-time job. Thus, you can use this as an advantage over others because you have the ability to do such things.

Are you excited to enter in any community college? Then, prepare yourself now! Learn what you need to do and what you need to avoid. With the right knowledge and strategy, expect that you will get a rewarding return. So, get the full advantage of this eBook and never fail to follow its exact and effective tips.