

The more of these things that you do, the better you will do:

- Be polite to everyone.
- Pay attention.
- Do as you are asked.
- Turn in your work on time.
- Be prepared with materials and information.
- Do your best.
- Be **proactive** rather than **reactive** or **inactive**.
- Focus on what you did right, learn from what you did wrong.
- Try to learn from and correct your mistakes.
- Try new things.
- Listen more, talk less.

[Here's some tips on how to take notes.](#)