Preheat oven to 375 degrees.

In a large bowl combine cheese soup, hash browns, ham, onion, and 1 cup cheese. Prepare sides and bottom of a 9x9-inch baking dish with the cooking spray. Add cheese mixture to dish and spread evenly. Sprinkle remainder of cheese on top.

Bake for 15–20 minutes or until cheese is melted and casserole is bubbling. Take out of oven and let sit for 10 minutes. Add fried eggs to the top.

Time Management Tip

Make sure you are organized and maintain a schedule. Treat school as a job and make sure that nothing comes before school, because when that happens, you lose focus. School must be a priority. Also, avoid procrastinating.

Eric Majewski, Student – Rockford Campus
**GREEK OMELET**

Jon Lucadano, Staff – Fargo/Moorhead Campus

- 4 eggs
- ¼ cup feta, crumbled
- ¼ teaspoon dried oregano
- ¼ teaspoon dried red pepper flakes, or to taste

Warm a large pan over medium heat, and add cooking spray or butter to pan to prevent sticking.

Scramble eggs in a mixing bowl with fork. Add feta, oregano, and red pepper flakes. Gently pour into heated frying pan. Cover pan so the top of the egg will cook. After about 3 minutes or when egg begins to get firm, flip eggs with spatula and re-cover.

After 3 minutes or until eggs reach desired consistency fold egg in half and transfer to plate.

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**Time Management Tip**

Learning to manage your time is like training for a race.

- Don’t run a marathon right away! Scheduling long study times (4+ hours) makes it easier to get distracted and burned out.
- Know what changes you have to make! Are there things you will have less time for, or need to cut out of your schedule altogether?
- It takes time to adjust! You’re going to experience some aches and pains when you first start. Give yourself time to adapt and build your endurance.
- Stay disciplined and committed to your new routine! When you set time aside to study, make sure you follow through. Skipping one session will make it easier to skip again.
- Finish strong! Recognize times during the quarter when the race will get more difficult, like finals week. Prepare for those stretches by allowing for additional homework and study time.

John Andrick, Staff – Fargo/Moorhead Campus
**SPINACH ARTICHOKE BREAKFAST CASSEROLE**

Katherine Rathie, Student – Green Bay Campus

1 8-oz. jar marinated artichoke hearts, drained and chopped

10 eggs

½ cup softened cream cheese

2 cups fresh spinach, chopped, or 1 cup frozen

Preheat oven to 400 degrees.

Mix all ingredients together in a large bowl. Pour into greased 9x13-inch pan. Bake for 30 minutes.

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**Time Management Tips**

Do you feel like you’re always forgetting to do things? Are you adding more to your to-do list every day? Try using a “to-do list management” app on your smartphone!

I use a free app called Astrid on my Android smartphone (it is also available for iOS). Astrid allows me to add my upcoming projects, tasks, and important dates into a reminders list. I can also mark whether or not an event is recurring. For example, I pay my student loan bill every month at the same time, so I’ve marked this as a recurring task. As the task approaches, the app will “push” reminders to you—either through a message on your phone, or you can sync it with your email and other devices or accounts. It even helps manage phone calls!

When all is said and done, this app makes it next to impossible to miss an important event, task, or phone conversation!

Kate Bessey, Staff – Brooklyn Park/Maple Grove Campus
Do Not Be a Slave to Technology
Create for yourself a “zone of silence” twice each day. Turn off all electronic devices and computers for one hour twice a day. Actually write with a pen and read a book! Do not even think of checking emails, Facebook, Twitter, or Instagram! Instead of typing a paper, actually write it on paper. Relax and unwind.

Work in a Clean Space
Make sure you clean off your desk every night before you leave work. After every study session, clear your desk before you put it away for the night. Who can come to a messy desk the next day and not be overwhelmed instantly? The night before, set yourself up for success the next day.

Mary Muhs, Staff – Blaine Campus

Pot Roast in the Crock Pot
Bonnie Ostrand, Staff – Aurora/Naperville Campus

2-pound chuck roast
Bag of frozen pot roast veggies (carrots, celery, onions, potatoes)
Package dry onion soup mix
Water

Put pot roast in crock pot, cover with onion soup mix, then veggies. Cover with water.

If you want more of a soup, cover all with water, if you want more of a stew, put in half the amount of water.

Cook on low for 8 hours.
Melt butter in a large pot over medium heat. Sauté carrots and onions 5 minutes. Add mushrooms and sauté 5 more minutes. Stir in dill, paprika, soy sauce, and broth and bring to a boil. Immediately reduce heat to low, cover, and simmer 15 minutes. In a separate small bowl, whisk the milk and flour together; you must stir flour into milk before adding to soup or it will clump. Pour milk mixture into soup and stir well to blend. Cover and simmer for 15 minutes, stirring occasionally. Finally, stir in salt, ground black pepper, lemon juice, and sour cream. Mix together and heat through over low heat, about 3–5 minutes. Do not boil. Serve immediately.

**HUNGARIAN MUSHROOM SOUP**
Kate Weber, Staff – St. Cloud Campus

- 2 tablespoons unsalted butter
- 2 carrots, chopped
- 1 cup chopped onions
- 2 cups sliced mushrooms
- 1 teaspoon dried dill weed
- 1½ teaspoon paprika (I prefer Hungarian sweet paprika)
- 1 tablespoon soy sauce
- 2 cups chicken or beef broth
- ¼ cup merlot or other red wine you have on hand (optional)
- 1 cup milk
- 2–3 tablespoons flour
- ½–¾ teaspoon salt
- Ground black pepper to taste
- 2 teaspoons lemon juice
- ½ cup sour cream

**Time Management Tip**
Keep a calendar to manage your time wisely. Record all upcoming exams and quizzes. Prioritize assignments and tasks which are most important. Get organized, and maximize the use of your time.

Looking for more time? Try giving up TV or surfing the Internet. Avoid playing games, online or otherwise, that aren’t educational. Limit social media distractions. Review your schedule carefully and see where your “time wasters” are. Effective time management is key to being a successful college student and a future professional.

Corinne Solsrud, Staff – Wausau Campus
Boil pasta al dente according to the pasta directions. Drain and rinse well.

While pasta is cooking, chop onions, bell peppers, and cucumbers, and slice cherry tomatoes in halves. Add to drained pasta. Stir in cheese and Italian dressing.

Refrigerate at least 30 minutes to an hour.
### Time Management Tips

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<th>NOT URGENT (NOT IMPORTANT)</th>
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<td>• Looming assignment deadlines</td>
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<td>• Crises</td>
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<td>• Cramming for exams</td>
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<td>• Last minute preparations</td>
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<td>• Many interruptions</td>
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<td>• Personal development</td>
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<td>• Planned study</td>
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<td>• Some phone calls</td>
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<td>• Excessive TV or surfing the net</td>
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<td>• Time wasters</td>
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</tbody>
</table>

Sara Stambaugh, Staff – Mankato Campus
Time management is a lot like goal setting—you must be smart about it. Be specific about your time (e.g., “I will read from 7–8:00 a.m.”) Make your time goal measurable. Make yourself accountable: Everyone needs a coach, and there is no shortage of them at Rasmussen College. Find someone to buddy up with, or even turn to your program manager or your student advisor and ask them if your time management goal is realistic? Believe in yourself. Test your goal: If after one month your time management system is working, great! If not, then it needs tweaking. Test yourself against your results. Are you getting the grades you know you are capable of?

Rich Hayward, Staff – Online

NO-BAKE PIE

Andrew Burklund, Staff – St. Cloud Campus

The following recipe is for a no bake pie that you can customize to your own taste. With your choice of flavors of pudding mix and chocolate chips (consider using white chocolate or peanut butter chips instead).

In a large bowl, stir cream cheese until smooth. Stir in Cool Whip until smooth. Set aside about ¼ cup candy/chips. Melt the remaining chips/candy in the microwave until you can easily mix with a spoon. Do not melt to boiling point. It is okay for some of the candy to still be in solid form. Next, add pudding/Jello mix to the Cool Whip/cream cheese mixture.

Finally, add melted chips to the mixture and blend together. When all ingredients have been mixed, fill the pie crust. Smooth the mixture into the crust and top with the remaining ¼ cup of chips that you set aside. Place pie in the freezer for 1–2 hours. It is best to keep pie in freezer for a firmer consistency. Pie can also be kept in the refrigerator for more of a cheesecake consistency.
In a planner, write out each assignment for each class at the beginning of the week (along with the due dates). Do the discussions for the week on Monday and Tuesday (I usually draft mine during my lunch hour). That leaves the rest of the week for any written assignments. I dedicate days to a certain class and only work on those assignments. By doing this, Saturday and Sunday are dedicated to finishing up. Also check things off the list as you go; this gives the feeling of accomplishment and keeps the sense of being overwhelmed in check.

Martha Navarro, Student – Online

TATER TOT HOTDISH
Katie Jensen, Staff – Online

Cook hamburger until brown, drain grease. Put cooked hamburger in a cake pan and mix in cream of chicken soup, cream of potato, and mixed vegetables, salt and pepper to taste. Spread ingredients flat in cake pan.

Add tater tots and layer slices of Velveeta Cheese over the top of the mixed ingredients. Bake at 350 degrees in the oven for 30 minutes.
Time Management Tip

When it comes to online classes, it’s best to treat them like an on-campus class. Go to your local Rasmussen during a set time 1–2 days a week, and work on those classes until you finish all of the work for the week. Guard those hours and days as you would if you had an on-campus class at that time.

Jon McLaren, Student – Eagan Campus

CROCK POT CHICKEN BURRITOS

Lynette Barcewicz, Dean – Tampa/Brandon Campus

Mix chicken, canned tomatoes, onions, and a dash of garlic powder in the crock pot. Cook on low for 5 ½ hours. Serve with tortillas and shredded Mexican cheese.

4 boneless, skinless chicken breasts
1 can each diced tomatoes and green chilies
1 chopped onion
Garlic powder
Tortillas
Shredded cheese
**SWEET AND SPICY CHICKEN**  
*Kim Crnkovich, Student — Online*

- 1 pound boneless, skinless chicken breasts
- 1 tablespoon oil
- Salt and ground black pepper, to taste
- 1 package egg noodles
- 3 tablespoons grape or strawberry jelly
- 1 16-oz. jar salsa

Cut boneless chicken into bite-sized pieces. Warm oil in a large skillet over medium-high heat. Toss chicken with salt and pepper and brown in skillet.

Once chicken is cooked, add jelly. Mix well and then add salsa, stir to combine, and let mixture heat.

In a separate pot, cook egg noodles according to the directions on the package. Once noodles are done, put chicken mixture over noodles.

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**READ WITH PURPOSE**

Look at your course announcements, assignments, and discussion forum topics before you start doing your readings for the week. This will alert you to topics or keywords you should be looking for as you read. When you get to those places, add a post-it note to keep track. Read with full attention to avoid the need to re-read.

**KEEP TO-DO LISTS**

Make sure to have daily, weekly, and long-term to-do lists. Keep them handy and visible. Not knowing what you need to do will prevent you from budgeting enough time to get the work done.

Daniel Chen, Staff — Appleton Campus
**Prioritize**

The key to success is prioritizing the assignments. When online classes open for the next week, make a list of everything you need to do for each class. After you make that list, look at all of the reading and start that over the weekend and continue to read in the evenings. You may want to keep your books on the nightstand! Next, start working on the discussion posts, as they are the first things due each week. Once you have completed the discussion posts, start to focus on the written assignments. Continue this until all of your class work is done for the week.

Melissa Simmons, Student – Ocala Campus

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**Quick Quesadillas**

Shani Parotti, Graduate – Eagan Campus

<table>
<thead>
<tr>
<th>Ingredient</th>
<th>Quantity</th>
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<tbody>
<tr>
<td>flour or corn tortillas</td>
<td>1 package</td>
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<tr>
<td>cooked chicken</td>
<td>1 15-oz. can</td>
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<tr>
<td>salt and pepper, to taste</td>
<td>1/2 teaspoon</td>
</tr>
<tr>
<td>shredded cheese</td>
<td>1 cup</td>
</tr>
<tr>
<td>olive oil</td>
<td>1 tablespoon</td>
</tr>
<tr>
<td>salsa and sour cream, for toppings</td>
<td>1/4 cup</td>
</tr>
</tbody>
</table>

Brush one side of a tortilla with olive oil and place oiled side down in a frying pan over medium heat. Sprinkle cheese and chicken on tortilla in a thin layer. Add another tortilla on top of ingredients and brush that tortilla with olive oil.

Cook until golden brown on each side (flip once) and be sure the cheese is melted. Remove from pan and cut quesadilla on a cutting board with a pizza cutter. Serve with sour cream and salsa.
When running errands, it pays to plan out your geographic route beforehand. You can use online mapping services like Mapquest or Google Maps to plug in all the stops you need to make to find the most efficient route beforehand. Also, it’s a good idea to group errands together, even if that means saving them for another day.

One idea is to keep a clipboard in your car to write down lists of all the tasks needed to be done. For example, say you need to go grocery shopping. Why not make a stop at the dry cleaners down the street or the bank along the way? Save time and gas money by having an “errand plan” before you head out.

John Fedoryn, Staff – Romeoville/Joliet Campus

VERDE GOOD CROCK POT CHICKEN

LuAnn O’Callaghan, Student – Eagan Campus

Combine chicken and salsa verde in crock pot.

Cook on low 7–8 hours. Then cut chicken in bite-sized pieces or shred.

Serve with taco fixings.
Place two pork chops on bottom of crock pot. Add a layer of potatoes and then add cheese and onions. Add another layer, beginning with pork. Finally, add milk.

Cook for 6 hours on low or 3–4 hours on high.

Gather your textbooks for each course. Ensure that you have your syllabi present and review all due dates for each assignment. Utilize the calendar located on your Angel COG and begin to input all of your upcoming assignments, exams, quizzes, and projects. Set yourself reminders on your personal calendar on your phone to remind you of specific tasks for your class. While completing this task, try to make sure you are in a relaxed and quiet setting. Also, try to avoid multitasking. Focus on one class at a time and you will succeed.

Lauren Ramirez, Faculty, Kim Timmons & Scott Joiner, Students – Tampa/Brandon Campus
My recipe for time management includes utilizing a pocket calendar and the “Student Time Management Planner” printouts. This could also be done simply in an Excel spreadsheet.

- Start out blocking off any scheduled work hours.
- Block off any scheduled appointments for the week.
- Block off any family obligations (e.g., kids’ activities).
- Note days and times that discussion posts, response posts, and written assignments are due.
  - Discussion posts – Wednesdays by 11pm
  - Brief paragraph answering topic question
  - More than just quoting a source
  - Instructor wants your personal opinion/knowledge as well
    - Response posts – Saturdays by 11pm
  - More than just “I agree”, “great post”, etc.
  - Actual response as in a classroom discussion (usually 3 sentences minimum for full credit)
  - 2 responses is MINIMUM; 3 or more for full credit (A)
    - Written assignments – Sundays by 11p.m.
  - Leave time for last minute spell check, naming assignment correctly, etc.
  - Block off time for weekly reading assignments – according to reading speed
    - Get this done by Monday or Tuesday (Sunday if possible) to allow rest of week for assignments
  - Lastly, block off time for written assignments
    - Approximately 1–2 hours per page for research and writing

Brandi Tauzell, Student – Brooklyn Park/Maple Grove Campus
Brown beef in large pot over medium-high heat, and drain grease. Add onion and cook on medium 5–7 minutes. Stir in other ingredients and simmer.

Add water if chili is too dry. Serve with tortilla chips.
**Recipe for Goal Setting:**

- **1 cup inspiration:** Think of someone that you can’t wait to share your successes with (e.g., children, parents, partner, mentor, etc.)
- **1 cup visualization:** Picture yourself meeting your goal (e.g., walking across the graduation stage)
- **¾ cup structure:** Create a step-by-step plan to make it come true.
- **½ cup mini goals:** Acknowledge and celebrate as you accomplish them
- **1 cup consistent hard work**
- **A pinch of humor (for when times get tough)**

Stir all ingredients together and place on paper. Stick it on something you see every day (e.g., mirror) to remind yourself of your desired outcome.

Tammy Hopps, Staff – Bloomington Campus

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**TACO PIE**

Bethany McNutt, Staff – Rockford Campus

- 1 pound lean ground beef
- 1 package taco seasoning
- Sour cream
- Mexican shredded cheese
- Crescent rolls
- Tortilla chips

Preheat oven to 350 degrees.

Brown beef in large skillet over medium-high heat. Add taco seasonings. Meanwhile, get a pie pan (the metal ones work best) and cover the bottom and sides with crescent rolls like a crust. Crush tortilla chips to cover bottom. Cover chips with layer of taco meat.

Next cover meat with sour cream. The next layer is Mexican shredded cheese then top with more crushed chips. Bake for 25–30 minutes and then cut like a pie and serve with salsa and extra sour cream!
Preheat oven to 350 degrees.

Mix 1 can unfrozen concentrated juice with packet(s) of instant savory soup. Spread sauce over all sides of chicken breasts.

Place in oven, then bake for 40 minutes.
Brown ground beef in skillet on medium-high. Boil macaroni until noodles are soft. Drain both macaroni and beef, separately, then mix together. Stir in shredded cheese and ketchup, to taste.
**Time Management Tips**

1. Block off your work schedule(s). Remember to include any commute time you have!
2. Note the times you have other things going on (family duties, organizations you’re involved with, etc.). Don’t forget time to eat, sleep, and get ready!
3. Block out the times you have any classes on campus. Again, remember to include time to commute!
4. In the free time remaining, note in pencil what you typically do (watch TV, work out, do housework, etc.).
5. Find the time when you will study. Estimate two hours per class per week to start with. You can adjust this as you go along if you find you have classes that require more or less time. (Example: if you have three classes per week, you will need to find a total of six hours throughout the week to study.)
   a. Make sure this is time when you will be uninterrupted by family members, work and other distractions.
   b. Also make sure it’s time when you will be awake and attentive to your work.
6. Make a note of when your online due dates for posting to discussion boards are.
7. Note what will change in your weekly routine, and what you may have less time for. Make sure you will be able to handle your new routine. Understand that it may take a little time to become accustomed to your new, busier schedule!

Brooke Easton, Staff – Brooklyn Park/Maple Grove Campus

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**CORNBREAD SMOKIES**

Jessica Wright, Student – Online

- 1 or 2 packages Little Smokies
- 2 boxes Jiffy corn bread mix
- Ingredients called for in Jiffy mix

Mix Jiffy corn bread according to the package directions.

Stir in Little Smokies. Bake according to Jiffy mix directions.
**EASY TACO CHILI**
Lisa Walker, Student – Online

- 1 pound of ground beef (browned and drained)
- 3 16 oz. jars of chunky salsa (hot, medium, or mild)
- 1 pack taco seasoning
- 1 small can diced green chilies
- 1 small can of corn (if desired)
- 1/2 teaspoon cinnamon
- 1 small onion (diced and sautéed with hamburger)
- 1/2 cup of green, red, yellow, and/or orange bell peppers (diced and sautéed with hamburger)
- 1 large can of chili beans

In large crock pot or regular pot, mix all ingredients. Add salt and pepper to taste.

Simmer until well cooked (crock pot method: 4 to 5 hours on high, 10 to 12 hours on low. Stove method: 30 minutes or until hot on medium heat, covered and stirring frequently).

Top with corn chips, sour cream, shredded cheddar cheese, and jalapeño peppers. Enjoy!

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**Time Management Tip**

I like to write my to-do list on a large whiteboard; it is important for me to physically erase my finished task and see the list getting smaller. I also think of a good reward that I absolutely will not give myself until I finish, whether it’s watching a show I DVR’d or shopping online.

Ellen Collins, Staff – Kansas City/Overland Park Campus
Combine dry ingredients. In a saucepan combine corn syrup, peanut butter and brown sugar. Keep stove on low, stirring until smooth, then add vanilla. Pour over dry ingredients and mix well. Pour into a buttered/greased jelly-roll pan and spread to the corners of the pan. Cut into preferred size.

ENERGY BAR
Kalyn Safranski, Graduate – Green Bay Campus

2½ cups Rice Krispies
2 cups rolled oats
¼ cup toasted wheat germ
1 cup corn syrup
1 cup peanut butter
½ cup brown sugar
1 teaspoon vanilla

Create a reward system for yourself. Since so many of our hobbies and diversions can be so time consuming (television, movies, internet, etc.), it’s best to save them for after your chores and homework are completed. But how do you avoid procrastination? Promise yourself some fun time for completing a set amount of things from a to-do list. Or work out a balance so that after 3 hours of study you get an hour of fun time. That way you keep yourself motivated.

Ben Feinberg, Staff – Mokena/Tinley Park Campus
Preheat oven to 375 degrees.

Toss chicken with seasoning mix in medium bowl. Heat oil in large skillet over medium-high heat. Add chicken and cook, stirring occasionally, until evenly browned. Spoon chicken into 1½-quart casserole. Cover with layers of beans, corn, onions, and salsa.

Bake 20 minutes. Top with cheese, and bake 5 minutes or until melted. Serve over rice and add a dollop of sour cream on top.
Put all ingredients in crock pot, turning chicken to mix well.

Make sure that you have enough sauce to cover chicken and cook on low for 6–8 hours.

Serve with pasta or rice.

**TOMATO-BRAISED CHICKEN**

Lynne Croteau, Dean – Online

1 whole cut-up chicken  
(without giblets)  
1 15-oz. can stewed tomatoes  
(Italian-style is best)  
1 can cream of tomato soup  
1 jar tomato sauce  
2 tablespoons grated parmesan
Preheat oven to 350 degrees.

Place spinach evenly in a 9x13-inch glass or ceramic pan. Cover chicken breasts with plastic wrap and pound with a meat mallet until fairly thin.

Remove wrap from chicken, then layer chicken breasts on top of spinach. Season chicken with Italian or ranch seasoning packet. Spread grated cheese evenly over top of chicken and spinach.

Bake for 40 minutes.

4-INGREDIENT CHICKEN FLORENTINE
Amanda Elwell, Staff – Fort Myers Campus

- 1 16 oz. box or bag of raw spinach
- 4 boneless, skinless chicken breasts
- 1 12-oz. block of Monterey Jack cheese (grated fresh for best results)
- ½ package Italian seasoning rub (or ranch seasoning)

Time Management Tip
Give yourself a set time to work on an assignment. Set the oven timer. When the oven timer goes off, give yourself no more than ten minutes to proofread what you have written. Then, turn it in.

Kirk Olson, Faculty – Online
CORN BREAD CASSEROLE
Melissa Goodman, Student – Mokena/Tinley Park Campus

Preheat oven to 350 degrees.

Melt butter. Mix all ingredients and pour into a 9x13-inch pan.

Bake for 35–40 minutes.

Time Management Tip

One way to become a successful student is to develop good study habits. Keep an open mind about studying because it is very important. Very few people can see something once and remember it perfectly. In school you often have many classes at one time and information may seem to overlap from one course to another. This can be an incentive in that it reinforces what you’ve learned but it may also confuse you. Studying is very important and will help you to become the most successful student you can be.

Heather Zink, Faculty – Online
QUICK AND EASY CINNAMON BREAD
Melissa O’Neal, Student – Online

Preheat oven to 350 degrees.

Mix together butter, 2 cups sugar, and eggs. Add milk, flour, and baking soda. Put half of batter (or a little less) into 2 greased loaf pans. In separate bowl, mix remaining sugar and cinnamon. Sprinkle ¾ of cinnamon mixture on top of the batter in each pan.

Add remaining batter to pans, and sprinkle with last of cinnamon topping. Swirl with a knife. Bake for 45–50 minutes or until toothpick tester comes out clean. Cool for 20 minutes before removing from pan.

Time Management Tips
Are you a morning person or an evening person? Choose the times of the day in which you study best and block off that time. It is important to know when you are at your peak. Proper nutrition is also important! It is essential to get enough sleep and eat right to maintain the energy and concentration needed to succeed in school.

Sean Stacey, Staff – Topeka Campus

| 1 cup (2 sticks) | 2 cups | 2 eggs | 2 cups buttermilk or 2 cups milk plus 2 tablespoons vinegar or lemon juice | 4 cups flour | 2 teaspoons baking soda | Cinnamon/sugar mixture: ½ cup sugar, 2 teaspoons cinnamon |
| butter, softened | sugar | | | flour | baking soda | |

1 cup (2 sticks) butter, softened
2 cups sugar
2 eggs
2 cups buttermilk or 2 cups milk plus 2 tablespoons vinegar or lemon juice
4 cups flour
2 teaspoons baking soda
Cinnamon/sugar mixture: ½ cup sugar, 2 teaspoons cinnamon
CARAMEL POPCORN STUDY SNACK
Monica Hennessy, Faculty – Aurora/Naperville Campus

You will need a paper grocery bag and a paper lunch bag.

Pop the popcorn in the lunch bag in the microwave (or any way you want to pop it).

In a bowl, melt the butter. Mix in the brown sugar and baking soda. Then stir and microwave about 3 minutes or until bubbles begin to form. Put the popped popcorn in the grocery paper bag and pour on the bubbly caramel mixture. Then close the bag and knead it to distribute the caramel mixture on the popcorn.

If you need to find a specific piece of information on a long webpage, email, PDF, or other electronic document, use the Find function instead of reading through the whole document. Hold down the CTRL + F keys (or Command + F for Apple products) and a search box will appear; type in the word or phrase you seek, and it will take you to all the places on the page where that word/phrase appears.

Jen Traore, Staff – Land O’ Lakes/East Pasco Campus