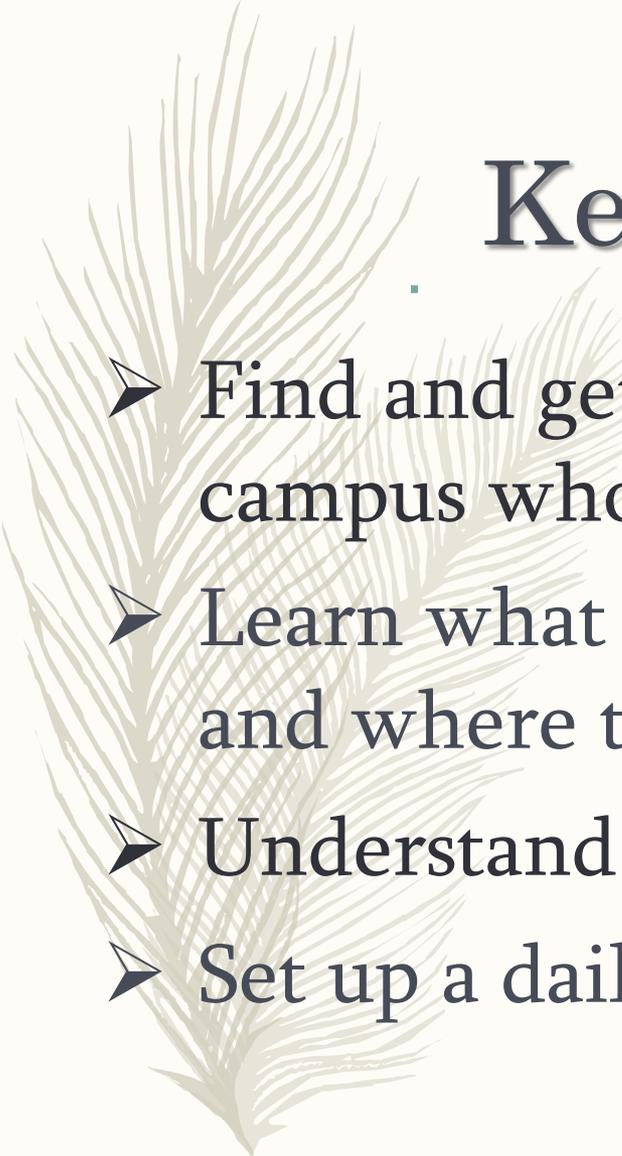




Achieving College Success



Keys to College Success

- Find and get to know one individual on campus who cares about your success.
- Learn what helping resources SRU offers and where they are located.
- Understand *why* you are in college.
- Set up a daily schedule and stick to it.



Keys to College Success

- **Get involved** in campus activities.
- Take your health seriously.
- If you can't avoid stress, learn how to deal with it and reduce it.
- **Show up** for your classes.
- Try to set realistic expectations and **set goals** to achieve them.



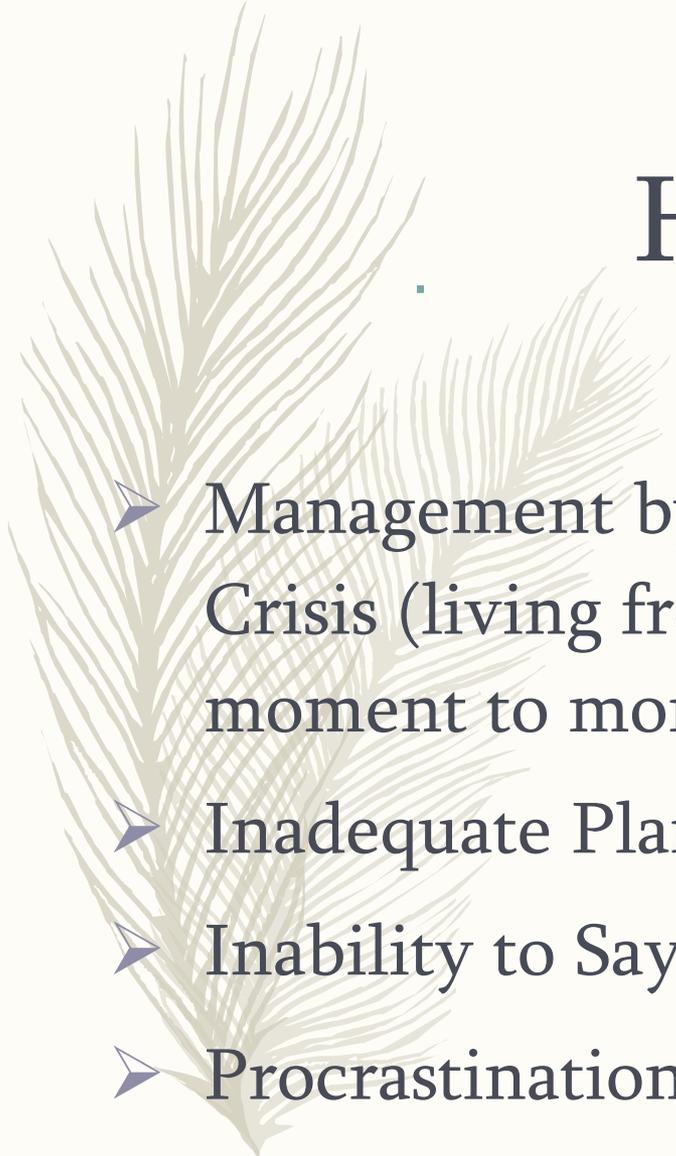
Time Management

The Foundation of
College Success

Time Management

- Time management is simply **making the best use** you can of the time you have.
- In essence, time management means *managing yourself*.
- Time management allows you to have more free time and also helps you to lead a balanced life.
- How you use your time may reflect on the kind of person you are and want to be.

How is Time Wasted?

- 
- Management by Crisis (living from moment to moment)
 - Inadequate Planning
 - Inability to Say No
 - Procrastination
 - Socializing
 - Poor Communication
 - Lack of Self Discipline
 - Attempting Too Much

Managing Time Effectively

- Keep track of all commitments
 - Record assignments
 - List all tasks you must do

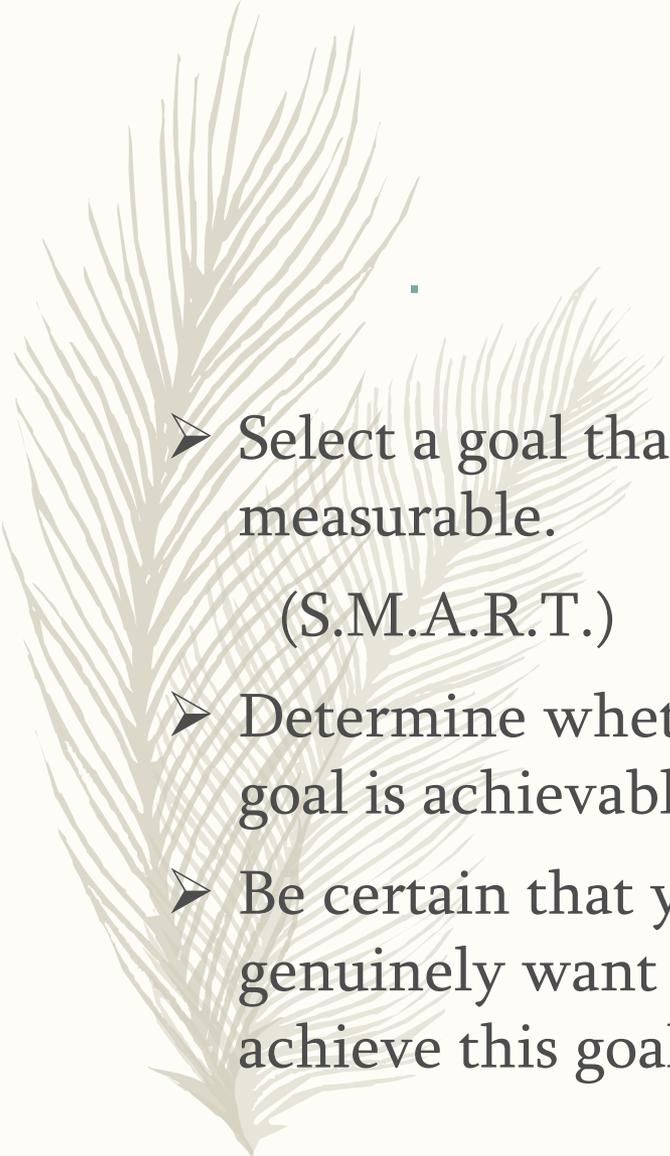


Setting Priorities

▶ Take control in the first week:
develop a master plan

- To manage your time in college, you **must** first set priorities.
- The decision to attend college is a **commitment** to being a professional student.
- What are your priorities?

Setting Goals

- 
- Select a goal that is measurable.

(S.M.A.R.T.)

- Determine whether the goal is achievable.
- Be certain that you genuinely want to achieve this goal.

- Think about why this goal is worthwhile.
- Anticipate any trouble you might encounter.
- Devise strategies and steps for achieving the goal.

S.M.A.R.T. Goals



S

Specific

Do: Set real numbers with real deadlines.

Don't: Say, "I want more visitors."



M

Measurable

Do: Make sure your goal is trackable.

Don't: Hide behind buzzwords like, "brand engagement," or, "social influence."



A

Attainable

Do: Work towards a goal that is challenging, but possible.

Don't: Try to take over the world in one night.



R

Realistic

Do: Be honest with yourself- you know what you and your team are capable of.

Don't: Forget any hurdles you may have to overcome.



T

Time-bound

Do: Give yourself a deadline.

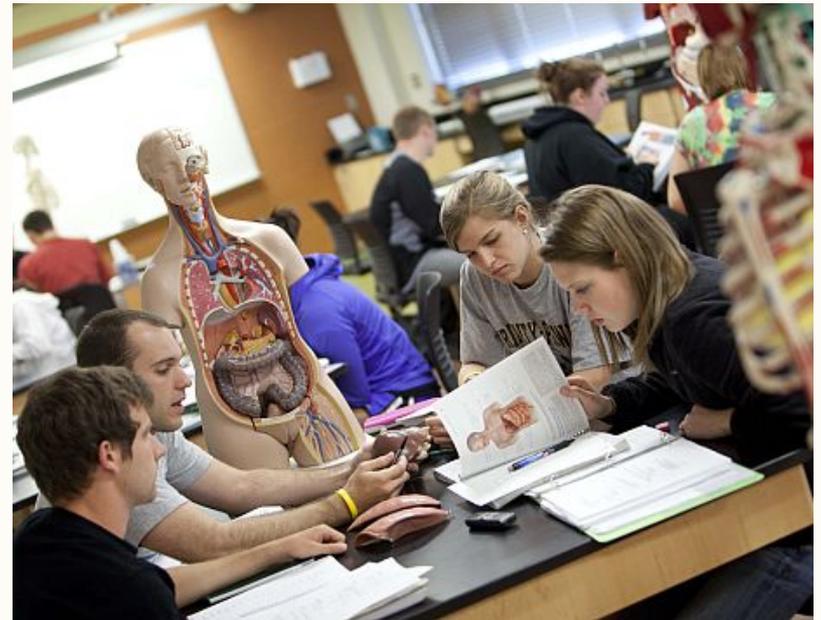
Don't: Keep pushing towards a goal you might hit, "some day."

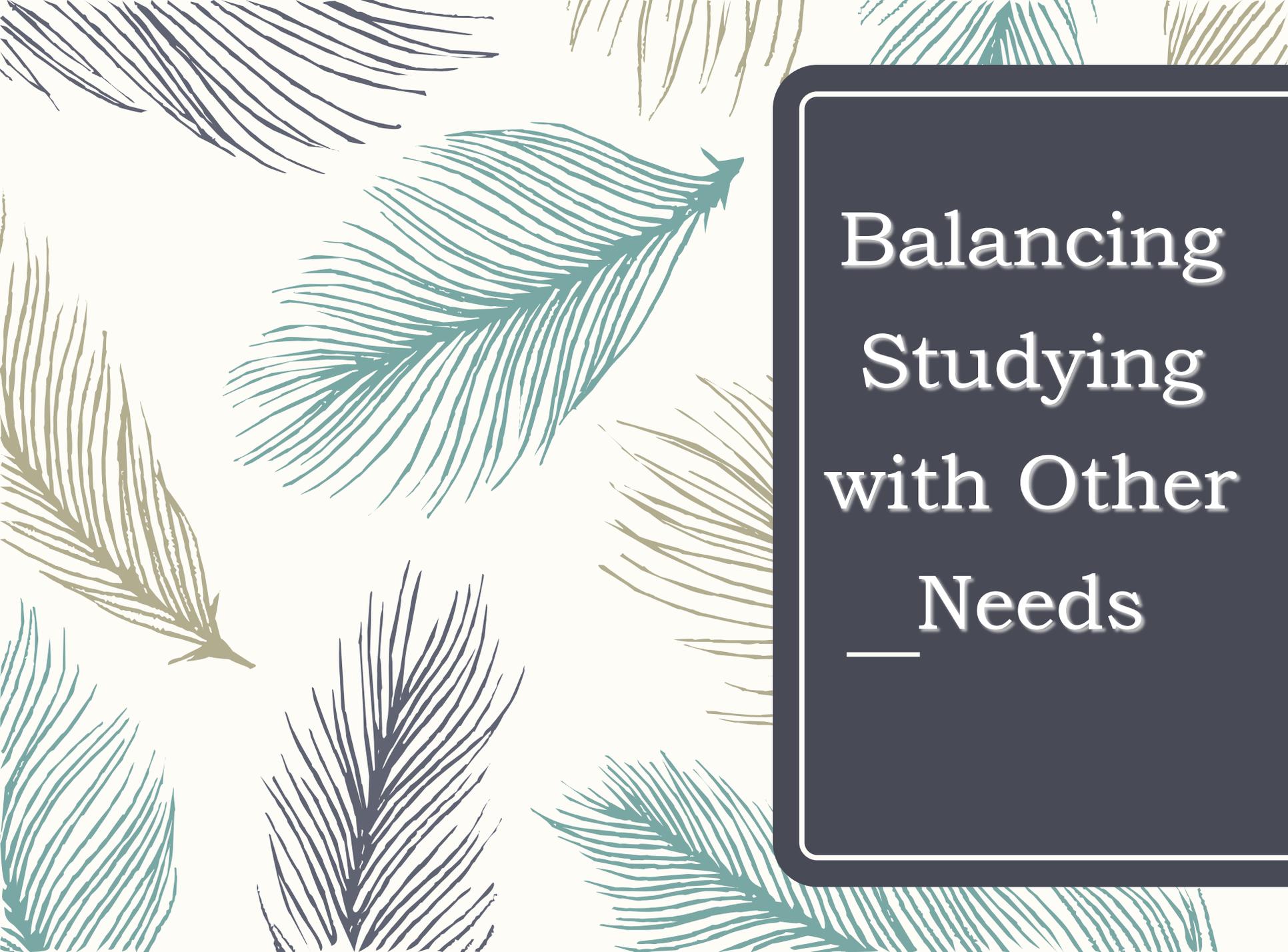
Beat Procrastination!

- **Procrastination** may be your single greatest enemy.
- It takes *self-discipline* and *self-control* to be on top of your coursework.
 - Use a time planning/goal setting system.
 - Break big jobs into smaller ones.
 - Promise yourself a reward.
 - Take control of your study environment.

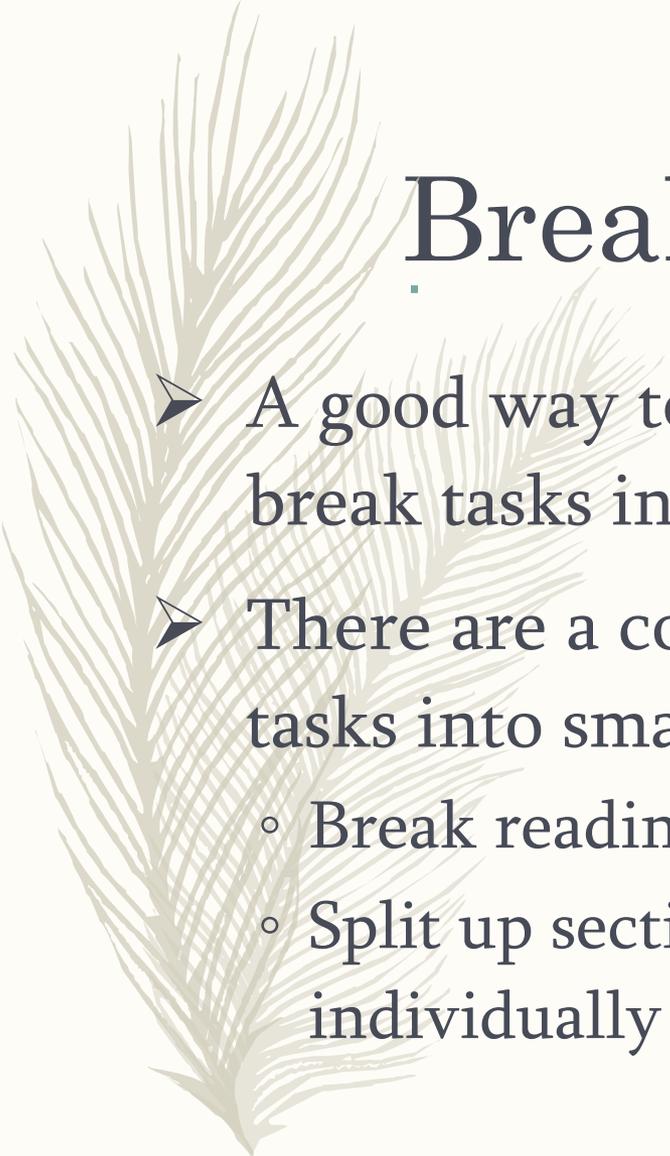
Take Charge of Your Tasks

- “To Do” Lists – Daily
- Weekly Study Schedule
- Monthly Planner
- Semester Planner
- Yearly Planner





Balancing
Studying
with Other
Needs



Break Down Large Tasks

- A good way to combat anxiety and guilt is to break tasks into **sub-goals**.
- There are a couple easy ways to break larger tasks into smaller ones:
 - Break reading assignments into shorter sections
 - Split up sections of a paper and write each individually

Organizational Study Skills

- When an instructor makes an assignment during class, where do you record it?
- Do you have a specific place to keep returned quizzes, completed homework, and graded papers for each course?
- Have you chosen an organized a place to study? If you do not live on campus, have you found a place on campus to study during free hours?
- Do you have a filing system for keeping both college paperwork, everyday documents, and classroom work?



Schedule Around Fixed Commitments

- **FIXED** - classes, employment, meetings, sports, meals, etc.
- **FLEXIBLE** - sleeping, personal, study, and recreation.

Set Realistic Study Requirements

- You will learn about how long it will take you to write a 2-3 page English composition, to work on 20 Algebra problems, to read a 45-page history textbook chapter, or to translate two pages of Spanish sentences.
- Be realistic in scheduling your preparation time. **DON'T UNDERESTIMATE!**

Study at Regular Times & Places

- ▶ Establishing regular study habits is *extremely* important.
- ▶ Knowing what you are going to study, and when, saves a lot of time in making decisions, finding necessary study materials, etc.
- ▶ **Avoid generalizations** in your schedule such as “study.” Commit yourself more definitely to “study history” at certain hours.

Complete the Work for Your Most Difficult Course **First**



Begin a long study/work session by starting with the subject that is the **least stimulating** or **more difficult** for you.



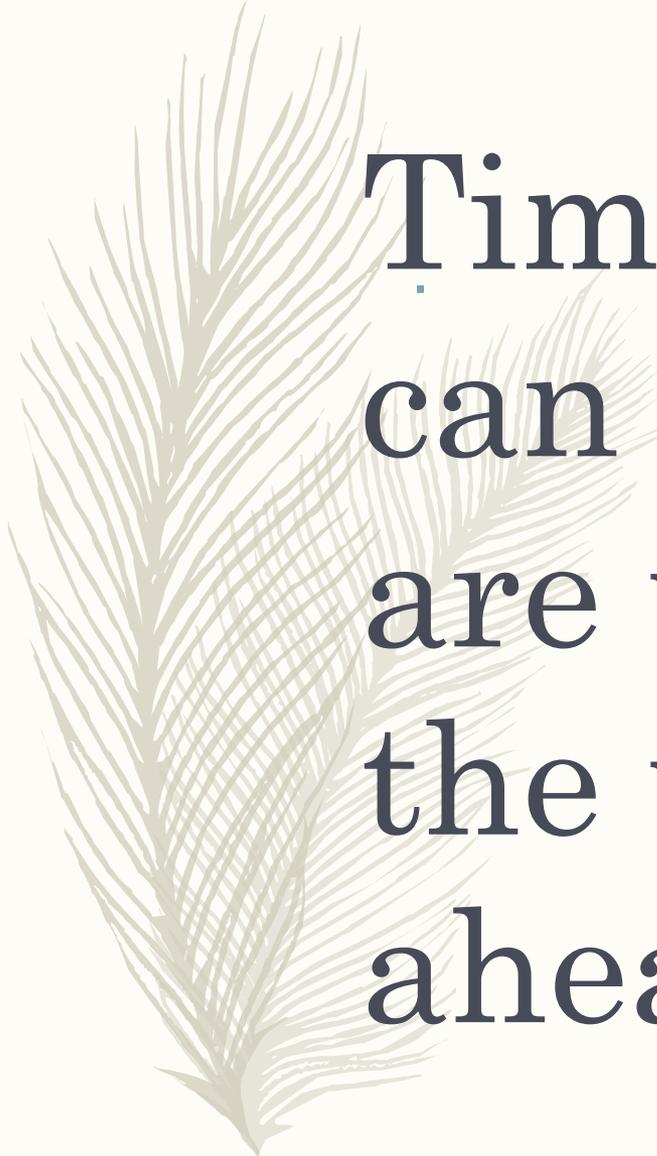
Study on the Weekends

- Some time should **always** be set aside on the weekends since this is a particularly good time to work on more difficult assignments.
- It is a good idea to schedule study sessions for **Sunday** evening in order to catch up on back reading or other delayed assignments.



Task Planning

- Plan to manage your tasks carefully
 - How much time you devote to studying a particular subject will depend on many things...
 - your prior knowledge
 - your interest
 - what grade you wish to receive
 - your course load
 - your priorities
- Schedule work on assignments a few days before they are due.



Time Management
can be easy if you
are willing to put in
the work to get
ahead.