



# 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

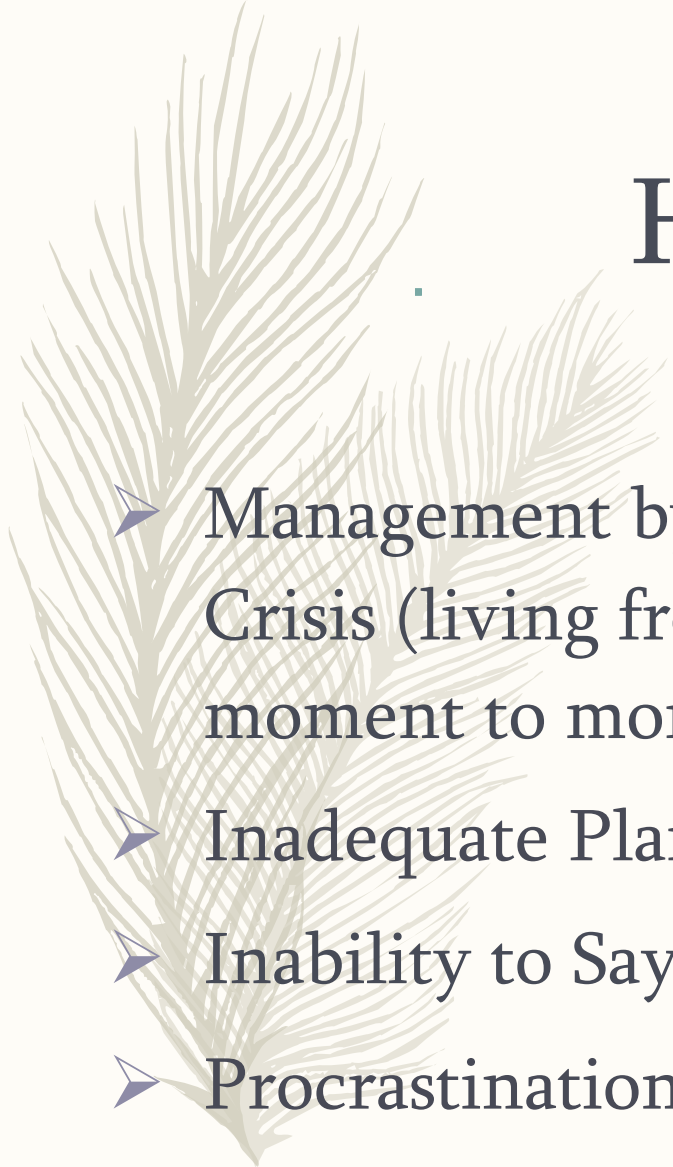
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# Time Management

- 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.



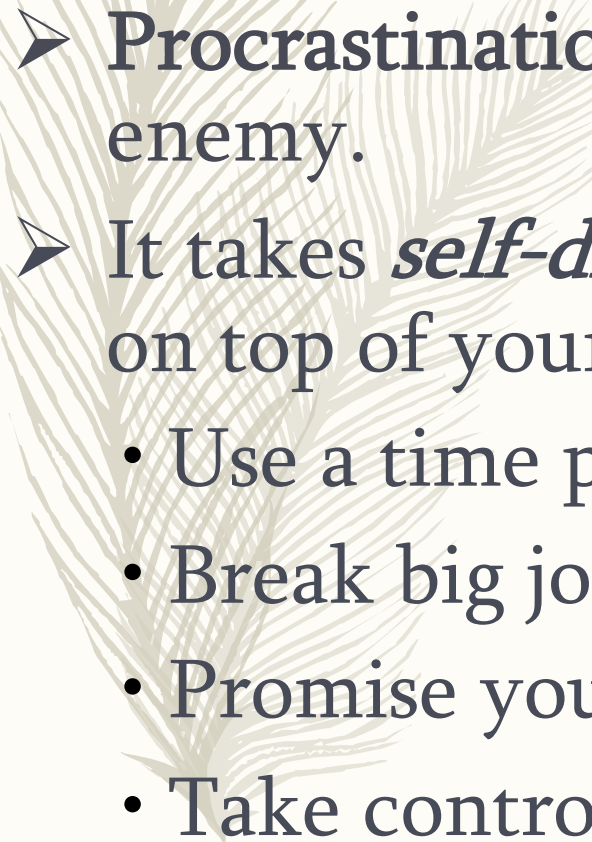
**T**

**Time-bound**

Do: Give yourself a deadline.

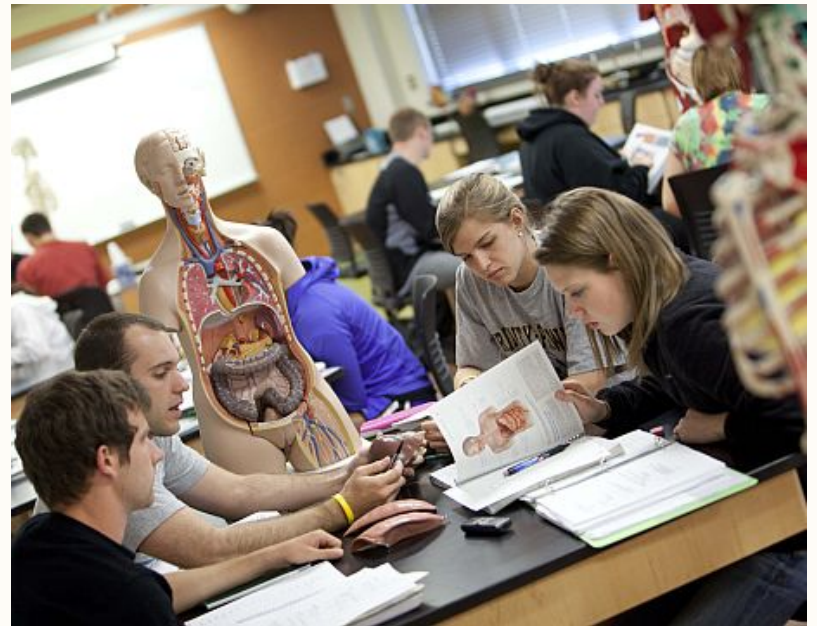
Don't: Keep pushing towards a goal you might hit, "some day."

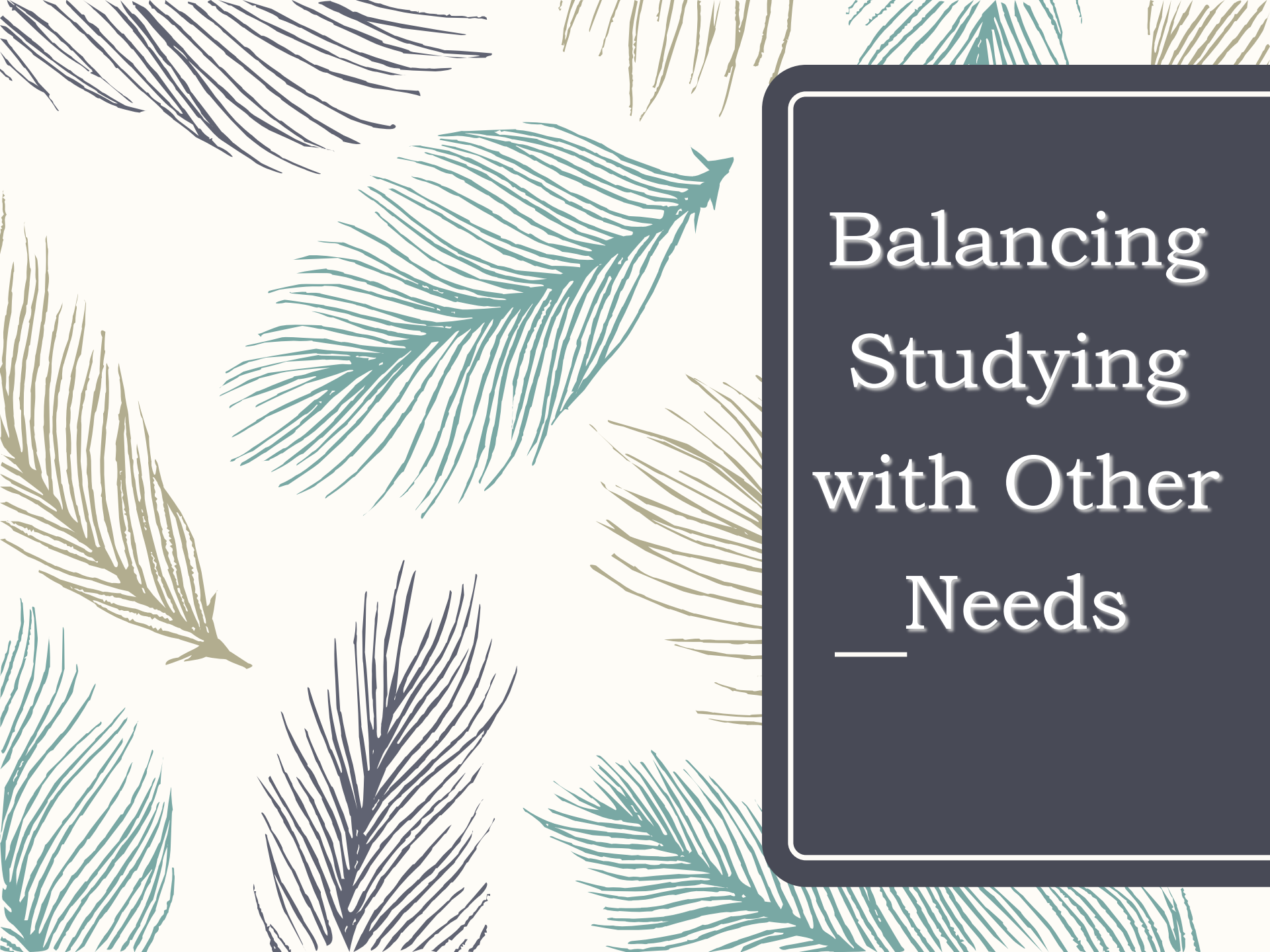
# Beat Procrastination!

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- **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

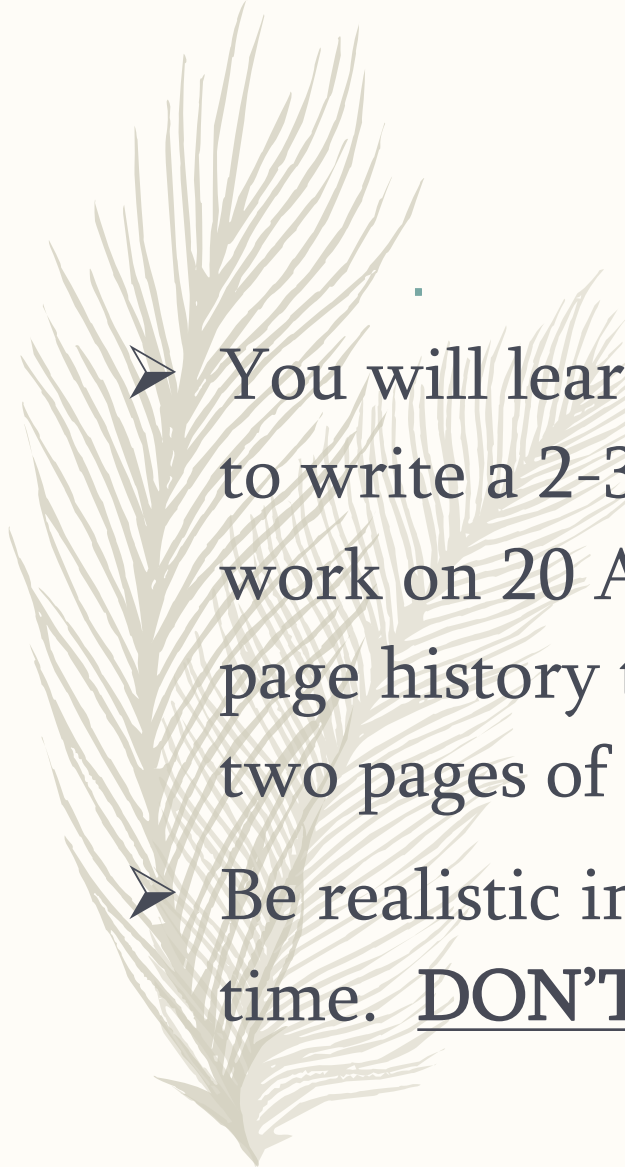


- When an instructor makes an assignment during class, where do you record it?
- Do you have a specific place to keep returned quizzes, completed homework, and graded papers for each course?
- Have you chosen an organized a place to study? If you do not live on campus, have you found a place on campus 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

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- **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.