

STUDENT SUCCESS TIPS

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"I'd like to schedule a time-management seminar on my calendar...as soon as I can find time to buy a calendar!"



(continued from previous column)

When keeping track of your schedule the more you write down the better. Be sure to include time to relax, eat, study, sleep, and whatever else you need to include. Be sure to allow for enough flexibility in your schedule for all those unplanned things that pop up in your day.

Plan ahead. What do I mean by "plan ahead?" Let me give you an example. Let's say you have a project due on October 25th. You don't want to just write "PROJECT DUE" on October 25th. You need to start writing it on your calendar several weeks PRIOR to the due date so that you can begin working on the project and complete it on time.

Prioritize. Be sure to prioritize you schedule and focus on the most important items first. Be careful not to procrastinate when it comes to assignments that you don't like. This is easy to do but then you will find yourself stuck with no time left to complete the assignment properly.

Be realistic. Be realistic on how much you can accomplish or how much time you need. More is better in this instance. It's better to finish something early than to run out of time.

Don't give up. Everyone has a day (or days) where nothing seems to get done because of things popping up or a new crisis but DON'T GIVE UP. Tomorrow is another day.

TIME MANAGEMENT

As defined by Wikipedia,

Time management is the act or process of planning and exercising conscious control over the amount of time spent on specific activities, especially to increase effectiveness, efficiency or productivity.

Well, now that we know what time management is, let's look at some tips on how to better manage your time.

First and foremost, find and use a calendar. There are numerous different types of calendar systems out there. The trick is to find the one that works best for you. What works for your friend will not necessarily work for you. Different types include: calendar apps for your cell phone; a regular desk calendar, etc. (continued in next column)

Time is what we want most, but what we use worst.

William Penn

STUDY GROUPS

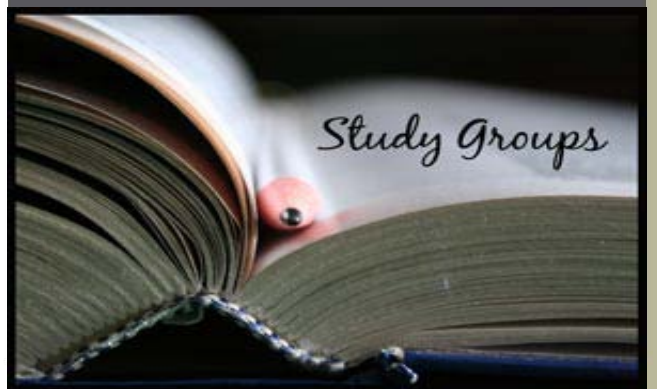
Looking for a new or different way to study? Try forming a study group. Study groups provide a great support system, help you gain different perspectives on material or concepts learned and are an efficient use of study time. Here are some tips on how to put together a study group.

- Size – not too big and not too small. Somewhere between 3 – 5 students.
- Be picky – Be sure you invite the right students to join, not just friends. The goal of the study group is to focus and study; not socialize. Invite smart, focused, well-prepared students.
- Set a schedule. Agree to meet at the same day/time each week. No more than 2 – 3 hours at a time.
- Take turns leading the session. There are many different ways to approach study groups. You could each do an assignment then review and quiz each other. Or perhaps each person could be responsible for teaching the group a certain concept or set of problems.

(continued below)

Keys to Successful Study Groups (continued)

- Members need to attend class.
- Set a specific set of goals and work to meet those goals.
- Be accountable and hold each other accountable.
- Set ground rules at the first meeting so there will be no confusion about expectations.
- Of course there's time to socialize too. Just be sure to set a specific amount of time and then get back to work. For example maybe the first 10 minutes of a meeting are spend chatting and catching up with each other. Once 10 minutes is up, then it's time to get to work.
- When meeting for longer time periods be sure to allow for breaks. Grab a snack. Chat. Stretch.
- When preparing for an exam, have each member come up with possible exam questions. Then, compile a list of everyone's questions. Then at the next meeting take turns answering and explaining each question to the other members. Studies show that when you "teach" someone something you are much more likely to know, understand, and remember that material.



30 DR. SEUSS Quotes that Can Change Your Life



- 1 Today **you are You**, that is truer than true.
There is no one alive who is **Youser than You**.
- 2 Don't cry because it's over. **Smile** because it happened.
- 3 **Why fit in** when you were born to stand out?
- 4 Today was good. **Today was fun.**
Tomorrow is another one.
- 5 You'll miss **the best things** if you keep your eyes shut.
- 6 **Think and wonder,**
wonder and think.
- 7 **Today is your day!**
Your mountain is waiting. So... **get on your way.**



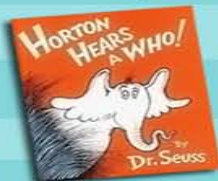
8 **Unless!**

- 9 **THINK!** You can think
any **THINK** that you wish...
- 10 If you never did, you should.
These things are fun and
fun is good.

- 11 You have **brains**
in your head.
You have **feet in your shoes.**
You can **steer yourself**
any direction you choose.



- 12 **You are you.**
Now, isn't that pleasant?
- 13 Sometimes the questions are complicated
and the **answers** are **simple.**
- 14 It is better to **know how to learn** than to know.
- 15 Everything stinks **till it's finished.**
- 16 The more that you read, the **more things** you will know.
The more that you learn, the **more places** you'll go.



- 17 **A person's a person,**
no matter how small.
- 18 **I meant what I said**
and I said what I meant
- 19 Only **you** can control your future.
- 20 **Be awesome!** Be a book nut!
- 21 **Be who you are** and **say what you mean.**
Because those who mind don't matter and those who matter don't mind.
- 22 **Oh, the things you can find**
if you don't stay behind!
- 23 **It's opener,** out there, **in the wide, open air.**

- 24 **Teeth** are always in style.

- 25 **Today I shall behave,**
as if this is the day I will be remembered
- 26 **Will you succeed?**
Yes you will indeed! Ninety-eight
and three-quarters percent guaranteed.



- 27 From there to here, and here to there,
funny things are everywhere.
- 28 **Step with care and great tact.**
And remember that **Life's a Great Balancing Act**
- 29 Unless **someone like you cares** a whole awful lot,
nothing is going to get better. It's not.
- 30 **You're on your own.**
And you know what you know. And **YOU** are
the one who'll decide where to go...