

## GENERAL ACADEMIC LIFE

- Set at least one clearly defined and measurable goal for each of your courses at the beginning of the term. Document your progress toward every objective in an academic-achievement journal.
- Identify the most important fact, philosophy, concept, or law you learn in each class each week. Notice recurring patterns. Pinpoint discoveries.
- Set one or two “stretch” targets, such as earning a specific grade-point average, winning honors status, or being named to the dean’s list.
- Ask to review papers, projects, research studies, or tests of several students who consistently earn higher grades in a class than you do. Try to equal or surpass one or two things they do.
- Seek opportunities to apply several of the ideas and concepts you have learned. Address groups and conduct demonstrations so others can benefit from what you know.
- Ask each of your professors to clarify their expectations for your performance. Emphasize that you intend to exceed the minimum course requirements.

## STUDY TECHNIQUES

- Review your goals-achievement log. Look for evidence that you are progressing toward your objectives. Outline the steps you took to acquire one particular skill or master one key concept.
- Pay close attention to your body clock. Decide when your mind is most alert. Use this insight to your advantage when scheduling time to study.
- Decide whether your productivity, efficiency, and ability to retain essential information increases when you study with a tutor, a classmate, a group, or alone.
- Observe classmates to discover who shares your commitment to hard work. Form a study group composed of individuals who invest time, effort, and energy in scholarly pursuits.
- Reach consensus as a study group about attendance, starting and ending times of meetings, strategies to eliminate distractions, and the sharing of class notes.
- List everything you must do to prepare for a test, complete a project, conduct research, or finish an assignment. Prioritize activities. Set a deadline for each one. Then methodically carry out your plan.

## RELATIONSHIPS

- Intentionally nurture friendships with people who are as driven as you are.
- Talk to students taking advanced-level courses in your major field. Ask them to describe the choices they made in the past that contribute to their success today.
- Realize that your natural inclination to study for as long as it takes inspires other achievers. Learn the names of these individuals. Add them to your study buddy network.
- Seek opportunities to work with professors on research projects, laboratory experiments, and writing for publications.

## CLASS SELECTION

- Choose challenging, effective classes taught by instructors who have reputations for helping students reach their educational goals.
- Sequence the order in which you take classes. Each term, enroll in one course that is more demanding than any you have ever taken. Repeat this process each semester.
- Recruit diligent, serious, and earnest students to register for the same demanding classes you are taking. Realize that you will challenge one another to excel.
- Sign up for classes that cover unfamiliar topics. Understand that you are motivated by challenges.

## EXTRACURRICULAR ACTIVITIES

- Join clubs that have members who share your strong work ethic.
- Advance toward your academic and career goals by enrolling in rigorous classes, volunteering on campus, performing community service, working part time, and participating in intramural or extramural sports.
- Elect to join organizations where your accomplishments will be recognized. Choose groups with goals that align with your own. Insist on establishing deadlines for reaching each objective.