

## GENERAL ACADEMIC LIFE

- Live in the moment. Calm yourself before an exam with positive self-talk. Recall your personal history of dealing with surprises on tests.
- Leverage your ability not to feel overwhelmed by multifaceted assignments. Document three to five instances during the day when you successfully juggled competing tasks.
- Understand that you can balance academic demands with social commitments, extracurricular activities, and part-time jobs. Describe how you managed to make progress on all fronts last week.
- Challenge yourself by taking courses that involve experiments. Compare your flexibility to that of various classmates. Notice how you make adjustments to produce desired outcomes.

## STUDY TECHNIQUES

- Analyze your study habits. Do you plan and then improvise as circumstances change? Or do you improvise minute by minute rather than plan?
- Choose study partners who are serious yet share your easy-going, relaxed work style. Avoid individuals who are tense and anxious. Make a list of potential study buddies.
- Look for irony, humor, and the unexpected in your studies. Stimulate your own and others' thinking by discussing the relevance of each discovery.
- Make notes about how your study habits vary depending on the situation. Ask yourself these questions: Do I need the pressure of a test or deadline to force me to study? When am I most likely to ignore intriguing distractions? Least likely?
- Designate places to which you can retreat when you need to give your full attention to your studies. Choose venues where the potential for interruptions and extraneous noise is significantly reduced.

## RELATIONSHIPS

- Surround yourself with individuals who, like you, pause to take in the world's loveliness as it appears. Identify people who automatically put aside what they are doing to watch a sunset, listen to rustling leaves, or enjoy the arts.
- Help classmates, coworkers, and friends overcome difficulties that stymie their progress. Capitalize on your ability to take things as they are rather than rail against life's surprises.
- Encourage some people to turn to you when plans must be modified or altogether scrapped. List the people who realize you are approachable and responsive.
- Invite one or two highly organized and time-conscious people to become your study buddies. Discuss ahead of time how they can help you be more efficient. Explain how you can infuse fun into their studies.

## CLASS SELECTION

- Follow your interests when choosing classes. Keep your options for a major open until you have explored several disciplines. Partner with an advisor who can help you accelerate your decision-making process to avoid additional tuition costs.
- Register for more classes than you intend to take. After the first week of class, drop elective courses you find uninteresting.
- Transfer out of classes taught by instructors whose teaching style bores you. Transfer into the classes of professors who stimulate students' thinking.
- Take advantage of the drop-add period. Note the date by which you must complete this process without risking a failing grade or loss of money.

## EXTRACURRICULAR ACTIVITIES

- Join organizations that sponsor events that demand flexibility in terms of planning as well as execution. Capitalize on your ability to monitor and adjust.
- Convince teammates of the importance of not fighting change. Outline the benefits of letting go of the original plan in order to try a new process.
- Recall two or three instances where you successfully redirected the emotional energy of people paralyzed by unexpected news or sudden changes in the group's plans.
- Consider participating in extemporaneous speech tournaments or improvisational theater. Play to your ability to capitalize on each moment.