

GENERAL ACADEMIC LIFE

- Use your focus to link class-related assignments to the knowledge and self-management skills you'll need to be successful in your future career.
- Use your focus to help groups stay on track in classroom discussions or meetings.
- If you feel an assignment has no practical value to you, develop one that better fits your goals, and request permission from your professor to use it. Explain the potential benefits.
- When working with others in a small group, help them see how the pieces of a project fit together to accomplish the overall objective.

STUDY TECHNIQUES

- Before studying, list everything you'll attempt to learn during that time period.
- Before writing a paper, outline the main points you plan to address.
- Although you can concentrate for long periods of time, regulate yourself to avoid working to exhaustion.
- Schedule your work in a way that allows you to focus your full attention on one assignment or project at a time.

RELATIONSHIPS

- Talk to two or three experienced people you admire. Determine some specific strengths they possess, and ask them about their greatest talents and the knowledge and skills they acquired through the years to create these strengths.
- Choose to associate with successful people. Ask what they focused on to become successful.
- Identify an alumnus who's in a career that interests you, and spend time with that person to determine how he or she benefited from the college experience.

CLASS SELECTION

- Select classes that will help you fulfill your long-term goals.
- Select classes that have defined direction and objectives.
- Choose professors who are known for staying on track.

EXTRACURRICULAR ACTIVITIES

- Look for an internship in an area related to your career goals.
- Select class-related and extra-curricular activities related to your career goals.
- To build on your Focus talents and not "spread yourself too thin," be selective in the range of activities you are involved in.