

## Applying Success Strategies

### 1) Log into your courses daily

- Participate regularly
- Familiarize yourself with Blackboard and other technology
- Have a back up plan if the technology is not working
- Know how to turn in assignments

### 2) Utilize the syllabus

- Read the syllabus on the first day
- Print or download and refer to it often
- Highlight quizzes, exams, and assignment dates
- Check for late work policies

### 3) Create achievable goals and expectations

- Set a few specific goals that lead to college success (improve time management, personal organization, study habits)
- Monitor your progress
- Reevaluate your goals throughout the term
- Make changes if necessary

### 4) Practice essential research and writing skills

- Understand the assignment
- Make a plan for your paper
- Develop a strong thesis
- Draft, revise, and proofread your work
- Always cite your sources
- Avoid plagiarism and strive for academic integrity

### 5) Practice good time management

- Use your scheduling tools: master schedule, calendar, daily to-do list
- Prioritize tasks
- Don't procrastinate
- Stay focused and avoid time wasters
- Say 'No' to unnecessary obligations
- Study and tackle difficult tasks during your prime time
- Create more time (turn off your cell phone)

### 6) Create a quiet study space

- Free of distractions
- Organize materials and keep your study space neat
- Use a library or a quiet coffee shop as an alternative

## 7) Practice critical reading and effective note taking

- Preview the text before reading
- Annotate the text as you read
- Outline, summarize, and analyze the text
- Look for repetitions and patterns
- Contextualize- put it in perspective
- Compare and contrast ideas and information from other sources
- Ask questions about the text as you read

## 8) Ask for help and seek assistance when you need it

- Connect with instructors, facilitators, and others providing academic support
- Contact the library for assistance with finding and accessing sources
- Utilize the Online Writing and Math Community to help you improve your writing and math abilities
- Know where to get help with technical assistance, questions about administrative functions, and disability services if needed.

## 9) Practice stress management and maintain your health

- Have a positive mental attitude
- Have a healthy lifestyle (nutrition, sleep, exercise)
- Practice relaxation techniques (deep breathing, meditation, exercise, yoga)

## 10) Find balance between academics and your social life

- Maintain a personal support network by spending time with family, friends, and classmates
- Participate in extracurricular activities (sports, clubs, music, hobbies, volunteer work, etc.)
- Stick to your schedule and to-do list, but include some free time for yourself and fun activities (entertainment, exercise, social activities)