

Goal Setting

Make sure the goal you are working for is something you really want, not just something that sounds good.

- When setting goals it is very important to remember that your goals must be consistent with your values.



A goal can not contradict any of your other goals.

- Non-integrated thinking can also hamper your everyday thoughts as well. We should continually strive to eliminate contradictory ideas from our thinking.

Develop goals in the 6 areas of life:

**Family and Home
Spiritual and Ethical
Social and Cultural**

**Financial and Career
Physical and Health
Mental and Educational**

Write your goal in the positive instead of the negative.

The more positive instructions you give it, the more positive results you will get. Thinking positively in everyday life will also help in your growth as a human being. Don't limit it to goal setting.



Make sure your goal is to aim high .

Even if you don't make it to a certain goal you can learn from the experience and benefit from it in becoming a better

This is the most important, write down your goals.



Writing down your goals creates the road-map to your success. Although just the act of writing them down can set the process in motion, it is also extremely important to review your goals on a regular basis.

Critical Thinking Problem Solving

Specify the problem - a first step to solving a problem is to identify it as specifically as possible.

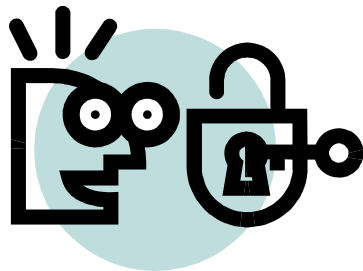
Analyze the problem - analyzing the problem involves learning as much as you can about it.

- seek other perspectives
- be flexible in your analysis
- consider various strands of impact



Formulate possible solutions - identify a wide range of possible solutions.

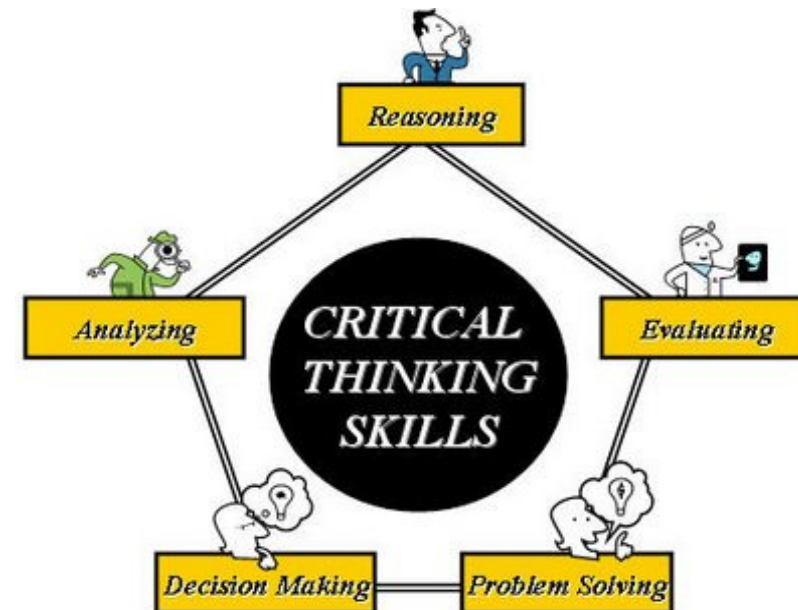
- try to think of all possible solutions
- be creative
- consider similar problems and how you have solved them



Evaluate possible solutions - weigh the advantages and disadvantages of each solution. Think through each solution and consider how, when, and where you could accomplish each. Consider both immediate and long-term results.

Choose a solution - consider 3 factors:

- compatibility with your priorities
- amount of risk
- practicality



Effective Study Skills

The value of a schedule

Before you begin to think about the process of studying, you must develop a schedule. If you don't have a schedule or plan for studying, then you will not have any way of allocating your valuable time when the unexpected comes up.



Making every hour count

A schedule should include: every class, laboratory, lecture, social event, and other work in which you engage. Of course, classes and school work should be your top priority. You can also focus on the "free time" available and how you will use it as well as blocking off a period for resting each day.

Avoiding studying is the easiest thing in the world. But not the best idea!



When to study

The problem of when to study is critical. A good rule of thumb is that studying should be carried out only when you are rested, alert, and have planned for it. Last minute studying just before a class is usually a waste of time.



Where to study

You can study anywhere. Obviously, some places are better than others. Libraries, study lounges or private rooms are best. Above all, the place you choose to study should not be distracting.



The SQ3R method

The SQ3R method has been a proven way to sharpen study skills. SQ3R stands for Survey, Question, Read, Recite, and Review. Take a moment now and write SQ3R down. It is a good slogan to commit to memory to carry out an effective study strategy.

Time Management Tips for College Students

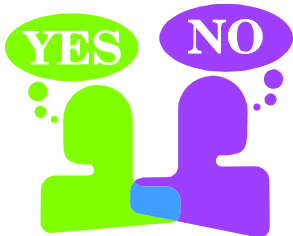
1. Use a time chart. A time chart is a tool that you can use to find the best time for different types of activities. College students have a unique time management challenge because portions of their schedule are fixed (classes) with lots of "free" time in between. Therefore it is important to utilize time wisely.

2. Prioritize. Having multiple options can cause a very common time management problem, and it is especially pronounced for college students since they have so many different activities to choose from. That is why it is important for college students to be selective and prioritize how they want to spend their time.



3. Be careful with over-commitment and attempting to do too much. Trying to do too much at the same time can lead to excessive stress, pressure, and eventual burnout.

Remember that every time you take on something, you are automatically rejecting everything else you could have done with that time.



WEEK STARTING MONDAY _____ AND ENDING FRIDAY _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

4. Write things down. Why keep your memory full of small details, when you need it to remember the important things for your classes. The habit of writing things down is an effective time management system that will help you not only during your college years, but also when you begin your career.

