

STEPS (Skills to Enhance Personal Success)

Top 10 STEPS to Academic Success

From *Taming the Chaos*

1. Most people tend to overestimate how much time they have in a day to get things done. To be proactive, **be realistic about the time you have in a day.**
2. **Prioritize the important and urgent things in your life**, but don't forget that "importance" doesn't just mean "academics." Typically, the top four important aspect of an individual's life are their academics, physical wellness, emotional wellness, and social wellness.
3. **Set S.M.A.R.T. goals** to help focus and motivate yourself. Be **Specific** with your goal. Make sure your goal is **Measureable, Attainable, and Relevant** to what you want to do in life. Also be sure to set a realistic **Time-bound** limit for you to achieve your goal.
4. **Make up a semester schedule base on your course syllabi.** Use a "To-Do" list for daily tasks. Take advantage of the **free** "Campus Compass" planner that is available at the CAW info desk!

From *Effective Reading Strategies*

5. Do not underestimate the benefits of **reading your assigned readings and notes before class.**
6. Be an **active reader!** Use the **SQ4R method:** Survey the chapter, ask **Questions**, **Read** and **Reflect** on the material, **Record** notes in your own words, and **Review** your notes.

From *Strategic Note Taking*

7. Speed up your note taking in class by **using abbreviations (short forms) and symbols.** Worry about grammar and spelling afterwards.

From *Study Smarter, Not Harder*

8. Do not underestimate the power of your **attitude and motivation.** Make sure you understand the importance of studying and motivate yourself to keep going. **Make the material you study personal, fun, and interesting.**
9. **Actively study by creating tables spider maps, concept maps, or by using flash cards. Challenge and engage yourself!**
10. **Be dedicated!** Set aside specific amounts of time to review and study. **Have your studying completed at least 3 days prior to your test/exam.**