

How **Not** to Succeed in College

Mistake No. 1: Always be the Nice Guy.

When your friend pops in and asks you to go see a movie and you are studying according to schedule, you've got to be able to say "Maybe tomorrow".

Mistake No. 2: Cram.

Many students save all their studying for the night before the test, a hazardous and illogical approach. Because repetition is at the heart of learning, keep up on every class assignment. There is no substitute for daily preparation; while a cram session may get you through a test, you won't remember that information when you need it later.

Mistake No. 3: Go to Class Unprepared.

If you haven't read and reviewed the material, you won't be able to appreciate the lecture. Instead of integrating the lecture material with what you already know, you'll just be trying to keep up. Get acquainted with the material to be discussed before going to class.

Mistake No. 4: Read Chapters Cold.

Before reading a chapter, survey it. Take five minutes to get the basic idea and to form questions as you begin to read. Have a conversation with the author as you read. This technique ensures that you are involved with the subject matter.

Mistake No. 5: Miss Daytime Study Opportunities.

If you have an hour between classes, use it. That's one less hour you'll have to spend studying at night. Scattered study is often better than concentrated study. The more times you study something, the better you'll remember it.

Mistake No. 6: Fail to Get Help Immediately.

If you're having problems understanding a subject, get help immediately. Too often we hesitate to ask for help because we don't want to appear ignorant. That's nonsense – the sooner you get help the better.

Mistake No. 7: Underestimate the Importance of Listening.

Students often allow themselves to become distracted in class, either by the idiosyncrasies of the instructor or by the friend in the seat next to them. This cuts your listening efficiency, and listening is an important part of college.

Mistake No. 8: Fail to Review and Organize Lecture Notes After Class.

Take advantage of your thought power when the material is fresh in your mind. Make additional notes, and fill in the gaps using your text. Complete your notes immediately after class.

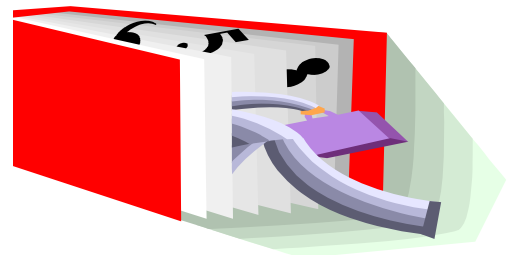
Mistake No. 9: Highlight Passages Indiscriminately. A common mistake is to underline or highlight as you go along; never highlight until after you've read the chapter and have the big picture, then go back and highlight, selectively.

Mistake No. 10: Fail to Know Your Professors.

No two professors are alike – get to know their styles. They've seen many students pass through their classes and have answered many questions – they may be able to help you with anything you don't understand. Keep in mind that a relationship with a professor could also lead to a good letter of recommendation down the road.

Tips for Time Management

- ❖ Prioritize the day's work activities into:
 - Things **I MUST** do today.
 - Things which would be nice to do today.
 - Things I will do today, if time allows.
- ❖ Take time to plan your work; keep Murphy's Law in mind: *Nothing is as simple as it seems. Everything takes longer than you think. If anything can go wrong, it probably will.*
- ❖ If you fail to plan, you are automatically planning to fail.
- ❖ If your responsibilities are growing faster than you can meet them, and if you are under your job rather than on top of it, then you should probably consider a change in tactics.
- ❖ Limit the time you spend on activities that are either unimportant or that do not lead to achievement of personal or organizational goals.
- ❖ Time cannot be well spent in absence of clear goals and concise objectives.
- ❖ If you study with other students, get them organized.
- ❖ Control interruptions. Turn off your telephone or let the answering machine pick it up.
- ❖ Work smarter, not harder.



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