Habits for Success: Reality Check

- University is a training ground for success in the global marketplace
- What do you think are the important criteria employers look for when hiring a new employee?
  - Leadership
  - Ability to work in a team
  - Communication skills (written)
  - Problem-solving skills
  - Strong work ethic
  - Analytical/quantitative skills
  - Technical skills
  - Communication skills (verbal)
  - Intuitive
  - Computer skills
  - Flexibility/adaptability
  - Interpersonal skills (relates well to others)
  - Detail oriented
  - Organizational ability
  - Strategic planning skills
  - Friendly/outgoing personality
  - Entrepreneurial skills/risk taker
  - Tactfulness
  - Creativity

What does college mean?
- More independence and responsibility
- Increased workload
- More challenging work
- More out-of-class time to manage

What/Who can help you?
- People - instructors, advisors, counsellors, administrators
- Knowing how to use technology (computer and e-mail systems at your school)

Changing or creating a new habit
- Identify
- Actions
- Support
- Get Started
- Be accountable (Note progress)
- Evaluate progress
- Switch gears

Common Reasons Why Students Don’t Do Well in College
- Sleeping Late
- Absences
- Partying instead of studying
- Looking at the book instead of studying and learning
- Losing books, assignments, and papers
Interaction with people and information

• Thinker
  ➢ Analytical
  ➢ Problem solving
  ➢ Technical
  ➢ Scientific
  ➢ Mathematical
  ➢ Dispassionate
  ➢ Rational
  ➢ Logical
  ➢ Theoretical
  ➢ Intellectual
  ➢ Objective
  ➢ Quantitative
  ➢ Explicit
  ➢ Realistic
  ➢ Literal
  ➢ Precise
  ➢ Formal
  • Skills:
    • Solving problems
    • Developing models and systems
    • Analytical and abstract thinking
    • Explore new ideas and potentials
    • Ingenuity
    • Going beyond established boundaries (Think outside the box)
    • Global thinking - seeking universal truth (Big picture)
  • Study Techniques
    • Spend time to reflect on new information
    • Learn by solving problems
    • Use new ways to approach an issue
    • Construct charts, diagram and outlines
    • Minimize repetition
    • Try to work independently

• Giver
  ➢ Authentic
  ➢ Sociable
  ➢ Interpersonal
  ➢ Emotional
  ➢ Caring
  ➢ Giving
  ➢ Spiritual
  ➢ Musical
  ➢ Romantic
  ➢ Feeling
  ➢ Peacemaker
  ➢ Trusting
  ➢ Adaptable
  ➢ Passionate
  ➢ Harmonious
  ➢ Idealistic
  ➢ Talkative
  ➢ Honest
  • Skills:
    • Honest and authentic
    • Successful
    • Has close relationship with people
    • Aim to make a difference in the world
    • Always improving self-potential
    • Promotes peace
    • Openness (Hates secrets)
    • Helpful
  • Study Techniques
    • Study with others
    • Learning by teaching
    • Find tasks, groups which helps people
    • Express thoughts and feeling clearly and honestly
    • Prioritize the most important academic relationship

• Organizer
  ➢ Responsible
  ➢ Efficient
  ➢ Tactical
  ➢ Planning
  ➢ Detailed
  ➢ Practical
  ➢ Confident
To succeed you need to know
➢ How to manage your emotions and understand how others feel
➢ How to value and benefit from different people and their ideas

How will learning to work with others help you reach your goals?
➢ Focus on your emotions
   ▪ Personal competence
     ➢ Self-Awareness
       ➢ I know my emotions and how they affect me
       ➢ I understand my strengths and limits
       ➢ I am confident in my abilities
       ➢ I am open to improvement
     ➢ Self-Management
       ➢ I can control my emotions and impulses
       ➢ I can delay gratification when there is something more important to be gained
       ➢ I am trustworthy
       ➢ I can adapt to change and new ideas
       ➢ I persist toward my goals despite obstacles
   ▪ Social competence
     ➢ Social Awareness
       ➢ I sense the feelings and perspective of others
       ➢ I help others reach their goals
       ➢ I know how to relate to people from different cultures
       ➢ I can sense how to serve the needs of others
     ➢ Social skills
       ➢ I know how to work in a team
       ➢ I can inspire people to act
       ➢ I understand how to lead a group
       ➢ I know how to persuade people
       ➢ I can make positive change happen

Become culturally competent
➢ Learn about the culture and diversity of others
➢ Be aware of your perceptions and attitudes of other cultures
➢ Understand how cultures interact
➢ Adjust to the differences of others in ways that creates opportunity

Maximizing your teamwork
➢ The advantages of working in a team
   ➢ Increased knowledge - because you learn what others know
   ➢ More motivation - because others depend on your contribution
   ➢ Better teamwork skills - for success now and in your workplace future
   ➢ Strength from diversity - using a multi-approach to problem solving

Strategies for Group Success
• Assign a leader - or group leadership
  ▪ Roles of leaders and participants
    ➢ Leaders
      ➢ Define projects and focus everyone’s efforts
      ➢ Assign work tasks, schedules and deadlines
      ➢ Set meeting and goals
      ➢ Keep everyone on target
      ➢ Set fair, respectful, encouraging tone
      ➢ Evaluate progress and make changes if necessary
    ➢ Participants
      ➢ Do your share of the work
      ➢ Be organized and focus
      ➢ Be open and willing to discuss
      ➢ Perform your responsibility

• Set long / short term goals
  ➢ Set what you want to achieve
  ➢ Prepare an agenda (Short-term)
  ➢ What is the goal at the end of the activity?
    ➢ Understanding Molecular Biology
    ➢ Understanding the anatomy of the eye

• Set a regular schedule
  ➢ How many meetings?
  ➢ When to meet?
  ➢ How long?
  ➢ Can everyone meet?

• Share the workload
  ➢ Everyone plays their part
  ➢ Sharing the burden

Groups with study focus
• Create materials for each other
  ➢ Each member a topic to compile, review
Photocopy sufficient materials

Help each other learn
- Learning by teaching

Pool notes
- Compile notes and information

Defuse potential problems
- People not pulling their weight
  - Reassign task
  - Group problem-solving session
- Trouble scheduling
  - Find a common time / location
  - Rotate if necessary
- Too much talking
  - Work first, socialize later

Forming the study group
- 3 - 5 persons
- Meet at least once a week
  - Decide day / time (consistent), duration (2-3 hours) and location
- Commitment
- Have a leader / facilitator
  - Prevent time wasting
  - Send out reminders
- Set rules / guidelines
- Identify the goals (short and long)

Preparing for the session
- As a group, decide what to cover before a session - informed by email / or the week before
- Have subgroups or different individuals work on different key concepts in lectures
- Review at the start of the session if necessary
- Decide what homework items to work on
- Identify what you don’t know yet

During the study session
- Communicate openly
  - Don’t be shy to ask, share what you don’t understand
- Stay on topic
  - Leader or assign someone to steer
- Break the session into fragments
  - 1/2 hour review
  - 40 minutes (20 minutes each for a discussion / teaching session)
  - Last 10 minutes - summary
- Decide next session

• Take turns ‘presenting problems’
  - Web-source problems and questions
  - Have discussions and quiz each other
  - Teach on another
  - Develop ways to memorize
    - Acronyms
    - Flash cards

Stress
- Physical or Mental strain produced in reaction to pressure

Experiencing Stress
- Grades
- School work
- Money
- Job

Stress levels can help or hinder performance
- Positive
  - Brief increases in heart rate, mild elevations in stress hormone levels
- Tolerable
  - Serious, temporary stress responses, buffered by supportive relationships
- Toxic
  - Prolonged activation of stress response systems in the absence of protective relationships

Stress Management Strategies
- Ask for help
  - Call friends of family
  - Who are your support?
  - Switch shifts at work with colleague
  - Have a family member help prepare the meals

Be realistic about commitments
- Don’t overload yourself if working and studying
- Sometimes taking longer time doing something is better than not achieving it

Work with your personality