

ORGANIZATION

Student Success Center- SSC



SSC- STUDENT SUCCESS CENTER

- ACADEMIC COACHING & TUTORING
 - ONE-ON-ONE SUPPORT OR GROUP SESSIONS
 - SUPPORT STUDENTS IN REACHING ACADEMIC GOALS
 - HELP WITH ORGANIZATION, TIME/TASK MNGT
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- OFFER WORKSHOPS AND SKILL BUILDING
 - KEEP YOU ACCOUNTABLE - WEEKLY
 - ADDRESS PROGRESS & SET-BACKS

PLAN, ORGANIZE, EXECUTE

PLANNING

- Before you organize, create a Plan
- Write a List of Materials You will need to start

Eg: Planner/ Calendar to See Your Day & Week in Writing

- Spiral and Folder or Binder for each class
- Pens, Pencils and highlighters
- Create a Study-Plan before Semester Starts
- Place Concrete Routines onto Planner (eg: Work hrs, Class Times)



ONE PLACE FOR THINGS-

*Paper Method

Where do I start?

- Difficulty Keeping Track- Print pdf's, Charts in folder
- Where to Find Things- Label "Notes" Page w/ Chapter, Page#
- Too Many Different Areas- Keep Color Coded Folders/Spirals together (Label Clearly on Cover)
- * the computer labs let you print any class material-Free

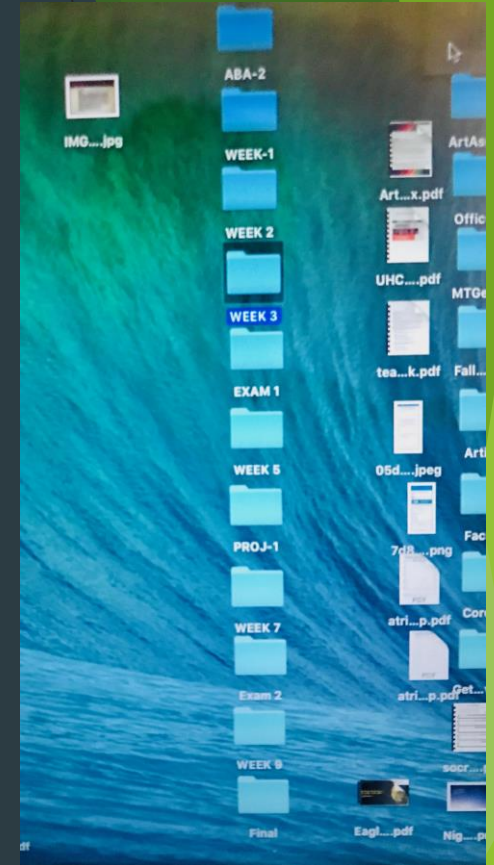


One Place = Organization

*On Laptop

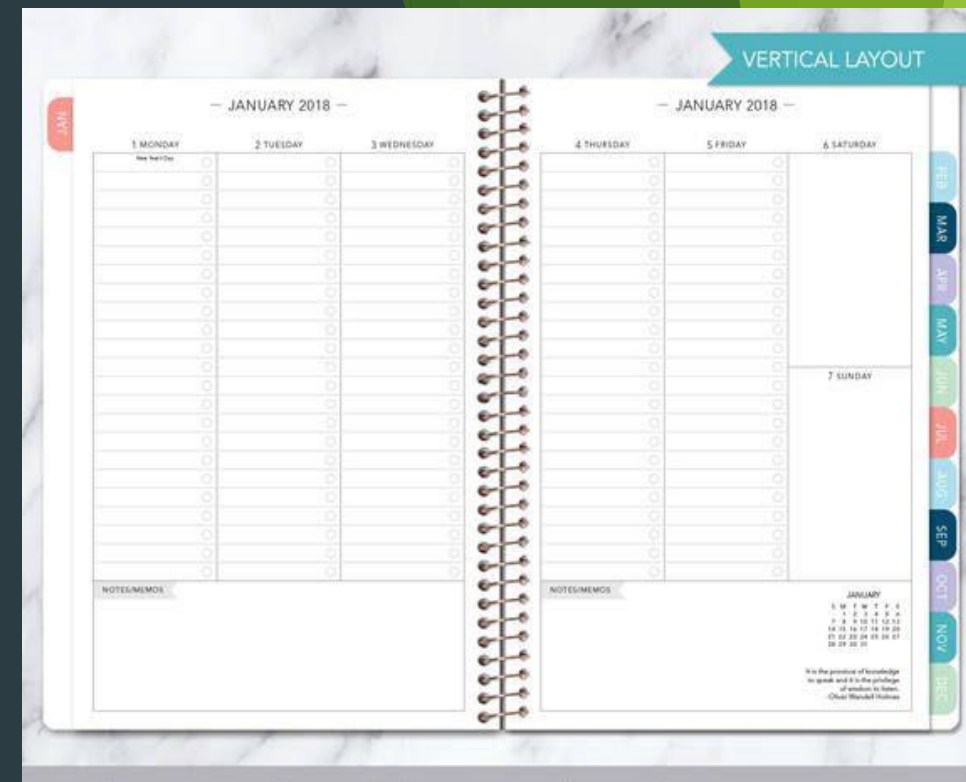
- Create a New Folder for Each Class Title/Section- Put Syllabus into- (see screenshot here)
- Create a New Folder for Each Week- put Bb- Chapter, pdf's, assignments/HW (eg: Week 1) put info from BB
- Exam(s) week- create folder (shows you it is coming up)
- Create New Folder for Project (Due Date) Week

Note: Many professors post weeks assigns. early



Planner or Calendar- EVENTS

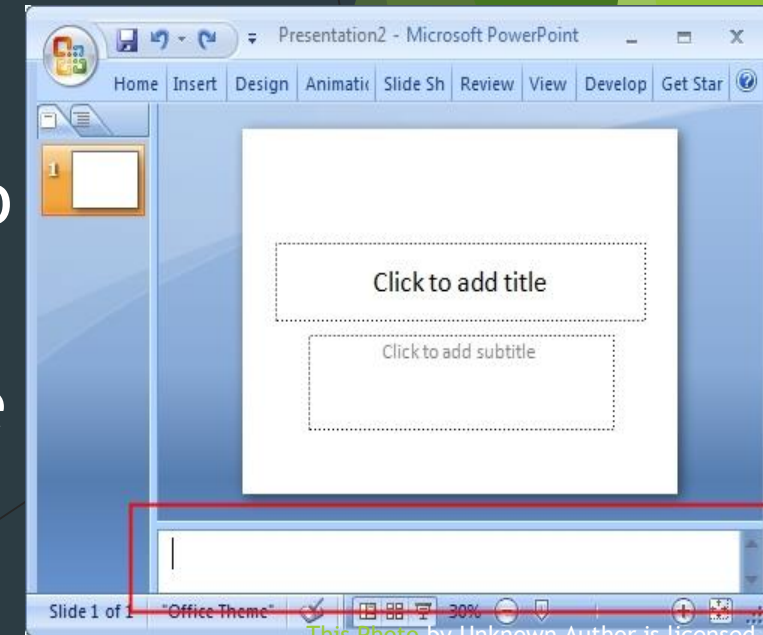
- Purchase a Student Weekly/Monthly Planner
- *Add your Syllabus (immediately) into the Weekly Grid until Finals Week
- This method allows you to see what is due (Ch/HW/Readings) each Week
- You Can Keep Track of Things & Stay on Top of Assignments
- The Idea is To See What you Have Accomplished
- And to “Not Miss Something”
- You Can Look Back a Week or Look Ahead to Important Due Dates



Execute- Class Materials

lecture, book notes-→ PowerPoints

- Have Class Notebook Available - (bring to class)
Add Notes from lecture
- Take Notes from Chapter - add to PPT
- Combine Notes from Lecture/PPT/Textbook into One Place (eg: add page number from Book onto PPT)
- Use bottom of slide (summary section for lecture notes)



TO-DO LIST -FOR TASKS

- SPECIFIC THINGS YOU HAVE TO GET DONE-DAILY
- CAN BE A LIST OF ITEMS: WORK ON DRAFT, HW-1-8
- READINGS: CH 26, PG 226-252
- ASSIGNMENTS: PAPER DUE 9/27
- REMINDERS: REVIEW TEST-MISTAKES

PUT ON BOTTOM OF PLANNER OR A STICKY NOTE

IT IS NICE TO SEE YOU'VE ACCOMPLISHED SOMETHING

ALTERNATIVE NOTE TAKING- NOTEBOOK

- ADD THE CHAPTER PAGE NUMBER TO YOUR NOTES
- PUT SLIDE NUMBER ON NOTES PAGE- IN LEFT MARGIN
- COMBINE MATERIAL FROM PDF's, OTHER SOURCES INTO NOTEBOOK
- HIGHLIGHT IMPORTANT DEFINITIONS, TERMS
- EASIER TO LOCATE INFO AT TEST TIME

ONLINE ORGANIZATION TOOLS

APPS TO HELP WITH DIFFERENT TASKS

- GOOGLE CALENDAR OR OTHER TYPE PLANNER-NOTION
- NOTE TAKING- EVERNOTE
- ASSIGNMENTS- GOOGLE DRIVE, DROP BOX
- SPELL-CHECK- GRAMMERLY
- STAY ON TASK- DECREASE DISTRACTIONS- BRAIN.FM
- CITATION HELP- PURDUE OWL

SKILLS MODULE ON APPS & SITES



Study Method



- Have a Quiet Space at Home (least distractions) or on Campus
- Sit up Straight, just like in Class
- Daily Routine- Write in Planner (eg: 3-6pm) Set Alarm(s) each morning on your Phone
- Plan to Study Daily- Easier in Long Run
- Allows for more Free-Time
- If You Must Study for a 2+hr session, Use 30/5 method
- Brain stays on Task roughly 30 min, then plummets
- Take 5 min Break every 25-30 min (ck phone, surf web)

WHAT IS THE POMODORO TECHNIQUE?

A method for staying focused and mentally fresh

STEP 1



Pick a task

STEP 2



Set a 25-minute timer

STEP 3



Work on your task until the time is up

STEP 4



Take a 5 minute break

STEP 5

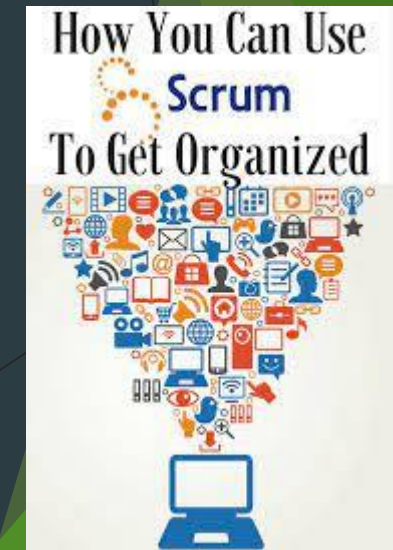
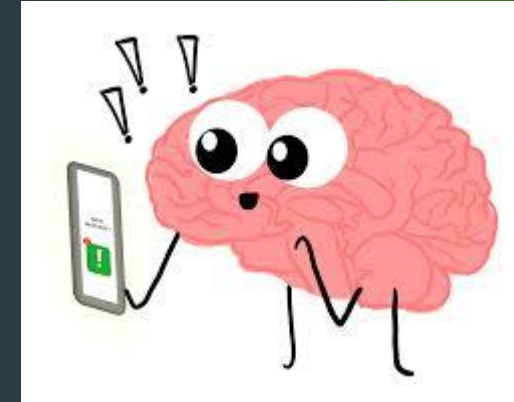


Every 4 pomodoros, take a longer 15-30 minute break

Notification Overload

Too many notifications?

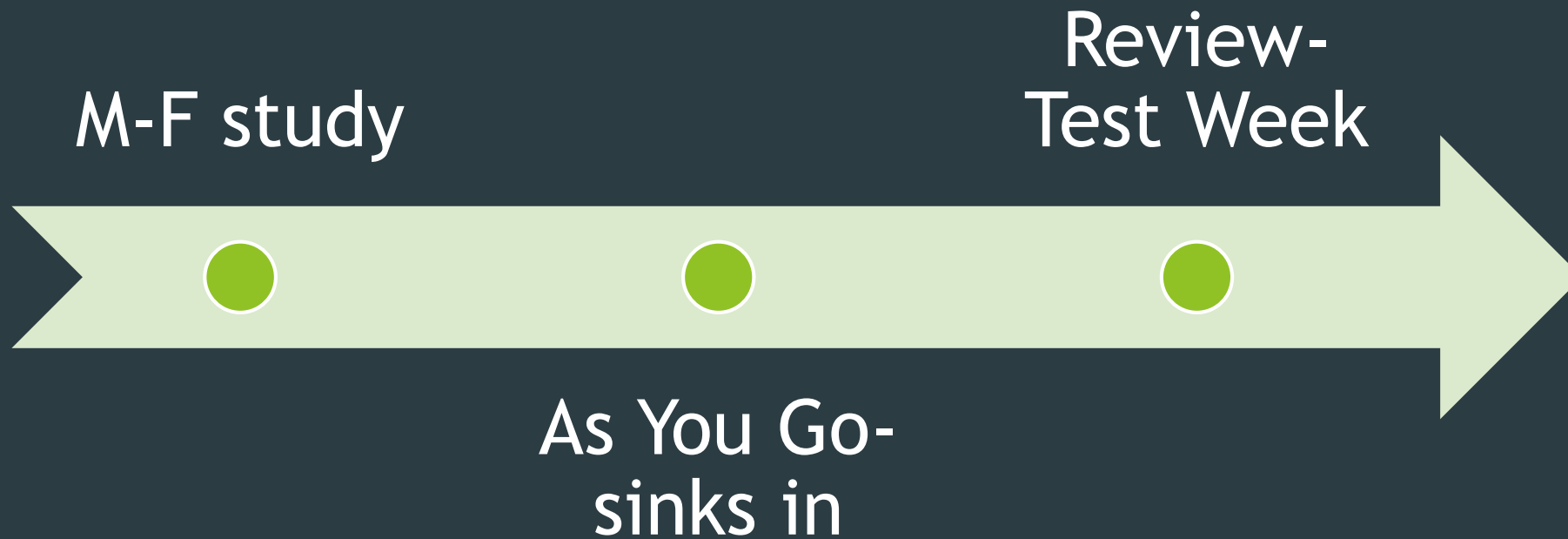
- Getting HW, Assignments due, class schedules, etc...
- Your phone 'Pings' every 5 minutes
- You are busy, we tend to ignore these: "I'll do this LATER"...
- Usually Not a great method, Right?
- Set your I-Phone Alarm for 'Study Time' - Reset it if busy...
- Have Minimal Reminders set on Desktop and Phone on Class Days
- It will Decrease Distractions, more likely to address it



Reminders

- Set Reminders Daily
- Make a "To-Do-List" & Check OFF Items you Accomplish
- Set Phone Alarms- to study, read, review
- Daily Habits Quickly Become Routine- start early
- Study Each Class (PPT, HW) Materials- Every day
- Use 15 min Breaks to Review Notes = Memorize
- If late, Begin Studying 2 hours Before Your Bed-time...

Timeline- Countdown to Exams



SSC COACHES & TUTORS

- SET UP AN APPOINTMENT- COACH FOR SEMESTER
- SESSIONS HELP YOU PLAN & ORGANIZE
- DROP-IN TUTORS- MATH, CHEM, BIOLOGY
- JOIN A GROUP WORKSHOP- STUDY SKILLS, T/T MNGT, TEST TAKING STRATEGIES, ETC...
- BRING YOUR FRIENDS & SPREAD THE WORD
- ACADEMIC SUPPORT LEADS TO SUCCESS