

Four Steps to Success

While many competing theories and information exist, there are basic strategies to academic success for students. Encourage your students to incorporate these approaches into their study habits daily, as this is the best way to become proficient. If they are concerned about their academic progress or appear to be having problems with their classes, don't hesitate to refer them to student support services either within the Learning & Student Development Center or elsewhere on campus.

Number 1 – Attend all of every class

- Arrive on time
- Stay for the entire class
- Attend every class

Number 2 – Read text assignments BEFORE each class

- This helps you understand the lecture
- It improves your understanding of the topic
- It improves your note-taking

Step 3 – Revise your lecture notes the same day you take them

- This greatly improves your memory
- Fill in the blanks you left as you wrote
- Look up difficult terms
- Show the main ideas and the supporting details

Step 4 – Study 2-3 hours for every 1 hours of class

- Include the time you spend revising your notes
- Use the time between classes; don't go home or waste time
- Find a really good place to study
- Guard against interruptions

Four Learning to Learn Tools

One set of tools you can emphasize are Marcia Heiman's and Joshua Slominanko's four thinking strategies of successful learners. The following is stated in "Learning to Learn: Thinking Skills for the 21st Century":

- 1) **Ask questions** - asking yourself questions about new information will help predict exam questions.
- 2) **Break tasks into smaller parts** - will help you manage your time better.
- 3) **Being goal-directed** will help you find important facts and ideas in the material you are learning and help you assess your progress
- 4) **Get feedback on your learning process** – find out what you know...and what you need to know.

M. Heiman & J. Slomianko "Learning to Learn: Thinking Skills for the 21st Century" (2004)