

50 TIPS ON ACHIEVING YOUR ACADEMIC GOALS

1. Have a positive/optimistic attitude towards life (hope for the best, but prepare for the worst)
2. Be grateful for what you already have, but strive for excellence
3. Be prudent, pragmatic, and adaptable in all your endeavors (Prudent: having or showing sound judgment in practical affairs; sensible; wise; following the most politic or profitable course of action; Pragmatic: practical as opposed to theoretical or idealistic; Adaptable: flexible, willing to change and improve)
4. Do not be an overly obsessive perfectionist
5. Moderation is best in all things
6. When you assume a responsibility, do the best you can
7. Set realistic life goals and visualize a successful and happy life in your future career
8. Select an academic major and minor that will be most appropriate to realize your career goals
9. Wherever and whenever possible, try to develop your communication skills (written and oral) as well as your analytical and critical thinking skills
10. Meet with your academic advisor at least once a semester
11. Try to take as many core courses in the general college curriculum as you can in your first two academic years
12. Familiarize yourself about the courses and instructors that you plan to take
13. Establish sensible and realizable short term targets and make every effort to accomplish them
14. Prioritize and have a daily “to do” list
15. Budget your time and money wisely
16. Beware of time-gobblers (talking on phones, surfing the Internet, playing computer games, watching television, shopping, partying, etc.)
17. Streamline old habits (get rid of activities, things, and/or people that are more of a liability than an asset)

18. Be assertive enough to say “NO”
19. Establish a time of peak performance to do the most challenging work
20. Maintain an appointment book or day planner to keep track of appointments, tests, take-home assignments, and other important dates
21. Do **not** procrastinate
22. Minimize clutter in your room, and above all, where you study
23. Do your homework at a table/desk in a well-lit and quiet room devoid of distractions
24. Frequent the campus library and establish a rapport with the librarians
25. Complete the required reading assignments in the syllabus prior to attending class
26. Read actively and use a pencil to underline, sideline, and make notes in the margins
27. Give yourself a 15 minute break after every hour of productive studying
28. Attend class religiously
29. Try to sit at or near the front of the class
30. Listen attentively
31. Employ smart note-taking methods (using shorthand and abbreviations as well as focusing on what is most important)
32. Ask pertinent questions and make insightful comments in class
33. Meet with the instructor periodically during his/her office hours
34. Inquire whether your instructors will permit you to review some of their old exams
35. Request the instructor to permit you to do some extra credit work in the course
36. Ask students whether they have tests and exams in the course(s) you plan to take
37. Prepare and practice answering the old exams in the classes you are taking
38. Do not rush through the test (because haste makes waste)
39. Establish a network of friends in all your classes

40. Form study groups with enthusiastic, smart, and diligent students in your classes
41. Avoid the company of non-serious students and/or those with bad habits (drugs, excessive partying, and/or a promiscuous lifestyle)
42. Actively participate (and preferably assume a leadership role) in the extracurricular activities that will look impressive on your resumé
43. Get enough sleep at night (7-8 hours) to take on the new day
44. Schedule down-time when you can unwind, relax, and do something you enjoy
45. A 20-30 minute power nap in the afternoon can be immensely refreshing
46. Maintain a balanced diet (start with a healthy breakfast, eat a light lunch, and take in plenty of water and juices)
47. Try to exercise for at least 20 minutes a day
48. Ask for academic help when you need it (the university provides tutoring in several subjects and even a writing center on campus to assist you on your written work)
49. If you are feeling discouraged or sad, discuss your problems with a family member, close friend, or a counselor (secular or religious)
50. Be persistent, learn from your mistakes, and **never** give up

(730 words)