

Preface

Why This Book?

This project grew from several years of fun, interactive workshops on academic and personal success with both students and teachers. From these interactions, two main concerns stood out. First, many students felt overwhelmed and unprepared for their transition to higher education. Second, when they took academic success courses, they again became overwhelmed with all the exercises, programs with numerous steps, and information. They found it hard to sift through it all to find the most positive and immediate strategies for their new and, yes, sometimes chaotic lives. This book was written to show students how to be successful in a very tangible, interactive, and practical way—in other words, to get back to basics that work. The 3rd edition builds and improves upon the original project vision.

What Are the Goals and Guiding Principles?

The main goal is to encourage students to assess their current skills and to develop specific action plans for improvement. A secondary, though still very important, goal is for readers to *enjoy* a journey toward self-improvement. *Navigating Your Future Success* is readable and relevant to engage students in assessing their academic and workplace skills and developing a plan for success, starting with the critical foundation of stress management.

Logical Learning Outcomes

How will students do well if they are stressed out? Stress impacts all aspects of our lives and is a major barrier to success academically, professionally, and personally. In this book, students will learn to harness stress in a *positive* way and set goals intrapersonally to improve those aspects of themselves that will contribute to their external success.

This program provides:

Personal Success Skills—Internal (or intrapersonal) success skills focus on how to do well “within yourself.” Stress management is followed by positive attitude, time management, goal setting, learning styles, critical and creative thinking, improving memory, and test taking.

Professional Success Skills—These skills focus on succeeding in your program and beyond. Communication, group interaction, team building, job seeking, and leadership development are all covered.

Proven Affective Teaching Techniques—This book includes exercises to facilitate positive behavioral changes. Affective teaching differs from cognitive (theory) teaching, so behavioral changes are presented succinctly to show quick, positive results that last.

In summary, this book strives to personalize the material, making it easier for students to internalize and actually use these concepts and skills during—and long after—their postsecondary education.

Why This Ordering of Chapter Topics?

Most academic success books place stress management in the middle or end; however, this text emphasizes it from the start. Many college surveys indicate that stress is the main barrier to academic success. If new students cannot manage stress and their minds race a million miles per hour, how can they go on to develop higher-level critical and creative thinking skills, set proper goals, manage their time, and study effectively? The skills presented follow a progressive, logical learning sequence.

The first six chapters focus on the student's internal success skills to "get them grounded" in the basics before moving on to higher-level skills or tasks.

- **Chapter 1** Stress management lays the foundation for students to harness their stress in a positive manner.
- **Chapter 2** Now they are able to set personal goals.
- **Chapter 3** With motivating goals in mind, students begin to develop effective time management techniques.
- **Chapter 4** To "free up" valuable study time in the midst of their busy schedules, students will sharpen their study strategies.
- **Chapter 5** Material on learning styles, improving memory, and test taking is now added.
- **Chapter 6** Then we "fine tune" students' higher-level skills in critical and creative thinking.

With these *intrapersonal* skills mastered, students are now prepared to move on to *interpersonal* skills. The last four chapters deal with succeeding within the academic program and beyond.

- **Chapters 7 and 8** Communication, group interaction, team building, and leadership development are covered.
- **Chapter 9** A full chapter is devoted to job-seeking skills and methods to thrive in a career after graduation.
- **Chapter 10** This chapter explores enhancing personal health and wellness as a way to ensure success academically and professionally.

While the rationale for this ordering might seem obvious, it bears repeating. You must begin to work on yourself and the foundational skills first before you can truly enhance your skills in working with others.

What's New to This Edition?

All topics are updated with the latest research while maintaining the "get to the heart of the matter" approach. The following information expands upon the logical learning sequence of the revision and highlights the new and revised features to support the goals and guiding principles of *Navigating Your Future Success*, 3rd edition.

Effective Teaching Techniques

REVISED! Use of Effective Behavioral Change Techniques. Short, simple, and effective techniques are used so students can actually make these behavioral changes. This book does not offer the "ten steps to stress management," crowded with copious amounts of information, losing students in numerous steps and long lists. The stress management system is a simple yet highly effective two-step method.

REVISED! Personalized Assessment and Interactive Techniques. Allows students to assess their strengths and identify areas that need improvement. Each chapter begins with a behavioral assessment of their current skill level and ends with the development of personalized action plans.

REVISED! Readability and Relevant Learning. With an emphasis on approachability and practical application, this book uses a simple, conversational writing style to help students learn and personalize their strategies for skill development. The content is academically rigorous, but explanations are grounded in relatable examples and written to be easily understood by students of all levels. Each chapter explores *why* these skills are needed and *how* to develop them fully. Peppered with humor and “gee whiz” facts, this material is designed to be less theoretical and more personal.

REVISED! Managing Technology and Media. Technology trends can be a distraction or a blessing for students. This book acknowledges tools like social media and smart phones and addresses how to utilize (or limit) them effectively for academic and personal success.

Supplements & Resources

Instructor Supplements

A complete teaching package is available for instructors who adopt this book. This package includes an **online lab**, **instructor’s manual**, **test bank**, **course management software**, and **PowerPoint™ slides**.

BVTLab	An online lab is available for this textbook at www.BVTLab.com , as described in the BVTLab section below.
Instructor's Manual	The instructor's manual helps first-time instructors develop the course, while offering seasoned instructors a new perspective on the material. Each section of the instructor's manual coincides with a chapter in the textbook. The user-friendly format begins by providing learning objectives and detailed outlines for each chapter. The manual then presents lecture discussions, class activities, and critical thinking questions for further discussion. Lastly, additional resources—videos, articles, websites—are listed to help instructors review the materials covered in each chapter.
Test Bank	An extensive test bank is available to instructors in both hard copy and electronic form. Each chapter has approximately 25 multiple choice, 10 true/false, 5 short answer, and 3 essay questions ranked by difficulty and style. Each question is referenced to the appropriate section of the text to make test creation quick and easy.
Course Management Software	BVT's course management software, Respondus, allows for the creation of tests and quizzes that can be downloaded directly into a wide variety of course management environments, such as Blackboard®, Web CT™, Desire2Learn®, Canvas™, and others.
PowerPoint Slides	A set of PowerPoint slides for each chapter comprised of slides covering all key topics, learning objectives, key figures and charts, and summary and conclusion slides.

Student Resources

Student resources are available for this textbook at www.BVTLab.com. These resources are geared toward students needing additional assistance, as well as those seeking complete mastery of the content. The following resources are available:

Practice Questions	Students can work through hundreds of practice questions online. Questions are multiple choice or true/false in format and are graded instantly for immediate feedback.
Flashcards	BVTLab includes sets of flashcards that reinforce the key terms and concepts from each chapter.
PowerPoint Slides	All instructor PowerPoints are available for convenient lecture preparation and for students to view online for a study recap.

BVTLab

BVTLab is an affordable online lab for instructors and their students. It includes an online classroom with a grade book and class forum, a homework grading system, extensive test banks for quizzes and exams, and a host of student study resources.

Course Setup	BVTLab has an easy-to-use, intuitive interface that allows instructors to quickly set up their courses and grade books and to replicate them from section to section and semester to semester.
Grade Book	Using an assigned passcode, students register for the grade book, which automatically grades and records all homework, quizzes, and tests.
Class Forum	Instructors can post discussion threads to a class forum and then monitor and moderate student replies.
Student Resources	All student resources for this textbook are available in digital form at BVTLab.
eBook	Students who have purchased a product that includes an eBook can download the eBook from a link in the lab. A web-based eBook is also available within the lab for easy reference during online classes, homework, and study sessions.