### **BRIEF CONTENTS**

1 Powering Your Way to College Success

| Learning How to Learn Is Your Key to Survival                           |
|---|
| Mastering Time 21 In a World of Infinite Choices, Making the Right Ones |

- 3 Getting the Support You Need 41 Finding Help, Meeting People
- 4 Becoming a Super Learner 59
  Learning Preferences, Mindsets, & the Art
  of Memorizing
- 5 Developing Critical & Creative Thinking 79
  Using Your Optimum Brainpower to Take Control
- 6 Super Note-Taking 97

  Doing College with Class
- 7 Reading for Results 123
  21st Century Rules for Studying Textbooks
- 8 Becoming Expert at Exams 149
  Taking Charge of Taking Tests
- 9 Being a Better Writer & Speaker 187 Making Powerful Written & Oral Presentations
- 10 Making Your Money Work 223
  Staying on Top of Your Finances, Student Aid, & Credit Cards

### 11 Wellness & the Art of Living 251

Handling Stress, Staying Safe, Boosting Energy, Looking Good

### 12 Boosting Your Social Skills 283

Building the Soft Skills That Will Help You All Your Life

#### 13 The Future Is Now 315

**Planning for Your Career** 

### 14 College for Nontraditional &

#### International Students 339

Commuter, Part-Time, Transfer, Adult, & Foreign Students

References R1

Glossary G1

Index I1

Brief Contents

### **TABLE OF CONTENTS**

| 1   | Powering Your Way to College Success 1 Learning How to Learn Is Your Key to Survival   |
|-----|--|
| 1.1 | Learning & Your Future Survival 3  |
| 1.2 | Grades, Grit, & Growth 8   |
| 1.3 | Your Lifetime Goals: Your Life Is Your Creation 12                                     |
| 1.4 | Determining Your Long-Term College Goals, Plans, & Actions 14                          |
| 2   | Mastering Time 21 In a World of Infinite Choices, Making the Right Ones                |
| 2.1 | Scheduling Your Study Time: How to Use a Planner 23                                    |
| 2.2 | Making a Daily To-Do List & Study Plan: The Secret of Time Management 29               |
| 2.3 | Smartphones, Multitasking, & "Fear of Missing Out" 34                                  |
| 2.4 | Fighting Procrastination & Other Distractions 37                                       |
| 3   | Getting the Support You Need 41 Finding Help, Meeting People                           |
| 3.1 | Asking for Help 43   |
| 3.2 | Academic Assistance 47   |
| 3.3 | Other Assistance: Financial, Employment, Health, Counseling, & So On 51                |
| 3.4 | Finding Your Place on Campus: Meeting People,<br>Developing Mentors, Making Friends 55 |

| 4 | Becoming a Super Learner 59               |
|---|---|
|   | Learning Preferences, Mindsets, & the Art |
|   | of Memorizing                             |

- 4.1 Four Learning Preferences: Seeing, Hearing, Reading/Writing, Doing 61
- 4.2 Mindsets: How Do You Feel about Failure? 65
- 4.3 Studying under Varied Conditions: Making Knowledge Independent of Your Surroundings 67
- 4.4 The Art of Memorizing: Proven Strategies That Work 70

# 5 Developing Critical & Creative Thinking 79 Using Your Optimum Brainpower to Take Control

- 5.1 Critical Thinking: The Valuable Skills College Grads Need—but Often Lack 81
- 5.2 Barriers to Your Thinking: Biases, Tribalism, & Addictive Technology 85
- 5.3 Solving Problems by Thinking Critically: Five Practical Steps 90
- 5.4 Thinking Creatively: Making Your Imagination Work for You 94

## 6 Super Note-Taking 97 Doing College with Class

- 6.1 Successful Note-Taking—in Class or Online 99
- 6.2 What to Do Before Class: Getting Set Up Right 106
- 6.3 What to Do During Class: Taking Notes, Asking Questions, Making Comments 113
- 6.4 What to Do After Class: Remembering What Was Said 119

xxii Table of Contents

## 7 Reading for Results 123 21st Century Rules for Studying Textbooks

- 7.1 Printed Books, E-books, & Active Reading 125
- 7.2 Getting Ready to Read: Setting Yourself Up for Success 128
- 7.3 Three Reading Strategies: The SQ3R, S-RUN-R, & P2R Systems 132
- 7.4 Dealing with Special Subjects: Math, Science, Languages, & Other 138

## 8 Becoming Expert at Exams 149 Taking Charge of Taking Tests

- 8.1 Before the Test: Getting Ready, Maintaining Integrity, Managing Anxiety 151
- 8.2 During the Test: The Six-Step Examination Approach 161
- 8.3 Mastering Objective Questions 167
- 8.4 Mastering Written Examinations: Short & Long Essays 175

# 9 Being a Better Writer& Speaker 187Making Powerful Written &

Oral Presentations

- 9.1 What an Instructor Looks for in a Paper: Getting the Rubrics Right 189
- 9.2 Picking a Topic, Developing an Outline, Doing the Research 195
- 9.3 Writing, Rewriting, & Finalizing the Paper 208
- 9.4 Making an Oral Presentation: Speaking to a Room Full of People 218

## 10 Making Your Money Work 223 Staying on Top of Your Finances, Student Aid, & Credit Cards

- 10.1 Money Management & Mindfulness: Getting & Spending—Seriously 225
- 10.2 Making & Managing a Budget: Yearly & Monthly Money Plans 232
- 10.3 Financial Aid Available: Gifts, Self-Help, Need-Based,& Merit-Based 237
- 10.4 Street Smarts about Money: Credit Cards & the Tyranny of Convenience 243

## 11 Wellness & the Art of Living 251 Handling Stress, Staying Safe, Boosting Energy, Looking Good

- 11.1 Managing Stress: Staying Sane in a World of Worry 253
- 11.2 Substance Abuse & Other Sorrows: Getting High or Getting a Higher Education?263
- 11.3 Staying Safe: Avoiding Sexual Assault & Sexual Risk 269
- 11.4 Boosting Energy & Looking Good: Eating, Sleeping,& Exercising 277

## 12 Boosting Your Social Skills 283 Building the Soft Skills That Will Help You All Your Life

- 12.1 Super Soft Skills: Curiosity, Emotional Intelligence, & Cultural Intelligence 285
- 12.2 Diversity & Differences: Looking Past the Stereotypes 290

xxiv

12.3 Socializing & Social Media: Your Phone & Your Relationships 302

Table of Contents

| 12.4 | Communication for Everybody: Handling Conflict, Making Connections 307   |
|------|--|
| 13   | The Future Is Now 315  Planning for Your Career  |
| 13.1 | Work & Your Life's Purpose: What Career Are You Considering? 317   |
| 13.2 | Connecting Your Career Interests & Your Major 321  |
| 13.3 | Establishing Useful Relationships with Others: Networking 327  |
| 13.4 | The Job of Looking for a Job: Going After Your Dreams 330  |
| 14   | College for Nontraditional & International Students 339 Commuter, Part-Time, Transfer, Adult, & Foreign Students |
| 14.1 | Commuter & Part-Time Students: Reckoning with the Rat Race 341   |
| 14.2 | Transfer Students: Coming In from the Outside 345  |
| 14.3 | Adult Learners: Looking for a Second Act in Life 351   |
| 14.4 | International Students: Challenges in an English-Speaking Country 356  |
|      | References R1  |
|      | Glossary G1  |
|      | Index I1   |