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, Developing Mentors, Making Friends 55

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 86
5.3	Solving Problems by Thinking Critically: Five Practical Steps 91
5.4	Thinking Creatively: Making Your Imagination Work for You 95
6	Super Note-Taking 99
	Doing College with Class
6.1	Successful Note-Taking—in Class or Online 101
6.2	What to Do before Class: Getting Set Up Right 108
6.3	What to Do During Class: Taking Notes, Asking Questions, Making Comments 115
6.4	What to Do after Class: Remembering What Was Said 121

Becoming a Super Learner 59

of Memorizing

Writing, Doing 61

Learning Preferences, Mindsets, & the Art

Four Learning Preferences: Seeing, Hearing, Reading/

Studying under Varied Conditions: Making Knowledge

The Art of Memorizing: Proven Strategies That Work 70

Mindsets: How Do You Feel about Failure? 65

Independent of Your Surroundings 67

4

4.1

4.2

4.3

4.4

xxiv Table of Contents

1	Reading for Results 125
	21st Century Rules for Studying Textbooks
7.1	Printed Books, E-books, & Active Reading 127
7.2	Getting Ready to Read: Setting Yourself Up for Success 130
7.3	Three Reading Strategies: The SQ3R, S-RUN-R, & P2R Systems 134
7.4	Dealing with Special Subjects: Math, Science, Languages, & Other 140
8	Becoming Expert at Exams 151 Taking Charge of Taking Tests
8.1	Before the Test: Getting Ready, Maintaining Integrity, Managing Anxiety 153
8.2	During the Test: The Six-Step Examination Approach 162
8.3	Mastering Objective Questions 168
8.4	Mastering Written Examinations: Short & Long Essays 175
9	Being a Better Writer & Speaker 187 Making 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-Based237
- 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
- 12.3 Socializing & Social Media: Your Phone & Your Relationships 299
- 12.4 Communication for Everybody: Handling Conflict, Making Connections 304

Table of Contents

13	The Future Is Now 313 Planning for Your Career
13.1	Work & Your Life's Purpose: What Career Are You Considering? 315
13.2	Connecting Your Career Interests & Your Major 319
13.3	Establishing Useful Relationships with Others: Networking 325
13.4	The Job of Looking for a Job: Going After Your Dreams 328
14	College for Nontraditional &
	International Students 337 Commuter, Part-Time, Transfer, Adult, & Foreign Students
14.1	Commuter & Part-Time Students: Reckoning with the Rat Race 339
14.2	Transfer Students: Coming in from the Outside 343
14.3	Adult Learners: Looking for a Second Act in Life 349
14.4	International Students: Challenges in an English-Speaking Country 354
	References R1
	Glossary G1

Index I1