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# HOW TO BE A GREAT STUDENT AND MAINTAIN A SOCIAL LIFE

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**2022**  
EDITION





# THINK. REFLECT. IMAGINE. CHANGE!

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We all face life and challenges through our busy schedules. Working on your class schedules, finding time to earn a living, spending time with friends and family and finding time for yourself. These commitments can be overwhelming and drain the life out of you. Not to mention if you are a veteran trying to reintegrate your life into a new normal. Transitions from one way of living to another can be demanding and stressful.

How can you balance these demands and be successful at the same time? By managing the time you have, you will find the time you need and reduce your stress. Here are 4 things to consider to improve how you use your time:

1. Write down how you are using your time. You may discover how much time is being wasted.
2. Re-imagine and write out a new schedule using your time more effectively.
3. Design a study time that is attainable and works for you.
4. Constantly refine your new schedule - keep it flexible and open to change.

## HOW IS YOUR TIME BEING USED NOW?

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We each get 24 hours in one day and 7 days each week to accomplish the tasks, responsibilities and obligations in our lives. We use some of those hours wisely and some, well, we simply waste. By answering the following questions, you will be able to identify any difficult spots in your life.

# STUDY HABITS SURVEY

1. Do you set up a schedule to manage youth time for studying, work and your social life?	YES	NO
2. Do you often put off studying and cram for exams?	YES	NO
3. Other students seem to study less and earn better grades than you do?	YES	NO
4. Do you often spend countless hours on one subject/topic, rather than several subjects or topics?	YES	NO
5. Do you have a difficult time remembering what you have read or studied?	YES	NO
6. Before reading a module or chapter, do you skim through and read all the headings?	YES	NO
7. Do you try to predict test questions from your notes?	YES	NO
8. Do you try to summarize in your own words what you've read or studied?	YES	NO
9. Do you have difficulty concentrating while studying?	YES	NO
10. Do you often feel you've studied the wrong materials for a test?	YES	NO

Based on previous students completing this survey, students who realized their academic potential scored as follows: 1(Y), 2(N), 3(N), 4(N), 5(N), 6(Y), 7(Y), 8(Y), 9(N), 10(N).

Do your responses fit the pattern? If not, what can you do to improve your time management and study habits?

## PLANNING

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Think ahead and use a calendar to note your discussions, assignments, quizzes, exams and activities. Enter the dates and reminders to help you plan out your life. Also include your short-term and long-term personal goals as well as your social commitments. Let the calendar be the visual guide on what you can and cannot accomplish or commit to.

## WEEKLY PLANNING

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In order to pass your exams, meet your deadlines and have a social life (very important), you should also convert your short and long term goals into a daily schedule. This should be a practical schedule because it will last for the rest of the semester. Here are a few thoughts to consider:

1. Enter your class and work times and any other responsibilities you may have. Be sure to allow time for commuting, eating, self-care and routine things such as cleaning and laundry.
2. Set up a study routine for each course you are enrolled in.
3. After the important things are entered, find times for your social life, self-care, exercise and time to 'veg out'!



# EFFECTIVE SCHEDULING TIPS

1. Spaced out studying is more effective than block studying - it is easier to study for 3 hours broken up into (4) 45-minute sessions. Breaks are important
2. Diversify your subjects/topics - Alternating your subjects during your study time will keep you fresh and enhance your study time, memory retention and familiarity with the materials.
3. Decide how much time is needed for each course - Some courses require more time than others. Evaluate your courses, talk with your professors and determine how much time is needed for your success.
4. Create a realistic schedule - Design your schedule to meet the demands and requirements for each course. Determine when you are most alert and allocate that time to your most difficult courses.
5. Flexible study time - Emergencies and new obligations can be unpredictable. Keep an open or flexible time so you are not thrown off your schedule and devastate your progress.

# EFFECTIVE NOTE TAKING

Good notes will enhance your learning, understanding and memory retention. Here are a few ideas to consider:

1. Keep your course notes separate and organized - If your notes are centralized and organized, you can easily find the answers to your questions. They should be in separate notebooks, clearly marked sections and carefully organized.
2. Clean up your notes - After class, take a few minutes to expand, clarify, comment and clean up any unclear notes you may have. If necessary, ask your professor for more information to help your process. You are human - you may miss a couple of things said or explained in class.

# STUDY AREA

1. A clean, organized and quiet study area is key to your success.
  2. Keep your study space organized - whatever feels organized and comfortable for you will
  3. work for you and your needs.
  4. Minimize distractions - You may need music to help you concentrate, however, it is
  5. important to eliminate any unnecessary distractions that will tug at your attention.
  6. Honor your study space - Ask your friends, family and roommates to honor your study
  7. space and time.
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## FINAL THOUGHTS

- Set realistic daily goals
- When you achieve your goals, reward yourself with something you value
- Make sure your schedule is not too ambitious - keep your short and long term goals in
- mind.
- Be the GREAT student you are and enjoy your life!