

The 7 Habits of Highly Effective Students

1. Lectures

Attend them all. Arrive on time. Stay alert and attentive. Sit close to the front where you can easily see and hear. Print lecture notes ahead of time and bring them. Read the topic the night or morning before each lecture. Actively participate in the lecture by considering the material being presented, asking relevant questions, and taking notes on important areas and examples.

2. Labs

Attend them all. Arrive on time. Prepare for labs in advance by reading the lab material and doing the pre-lab or lab preparation work. Start working as soon as possible. Prepare for any demo of your work well before the end of the lab. If there is a lecture portion in the lab, see Lectures above.

3. Assignments

Avoid delay; start at once. Read the requirements very carefully. Ask questions of your professor so you understand the entire assignment. Meet target dates. Follow all submission requirements. Review comments on marked assignments. Ask your professor for clarification if you don't understand them. If you should have done better, make sure you understand where and why you were wrong.

4. Study

Establish a routine. Choose good times and locations. Set achievable goals. Start immediately. Review course material regularly by topic. Study from your lecture notes, your lab work and notes, and previous tests and assignments. Understand where you lost marks. Keep a file for each course with all your notes, lab preparation material, completed lab work, and returned assignments, tests, and quizzes. Increase your study hours before a test, especially on recent topics.

5. Tests

Read over the test instructions carefully before starting to write. Answer the questions in any order, but first read over the whole test. Budget your time, by marks. When an answer takes too long, switch to another and return to it later. Bring spare pens or pencils, an eraser, and a short ruler.

6. Timing

Work every day to your defined schedule. Plan to spend at least 1 to 1½ times as much time on study and assignments as you spend in class. See your program flowchart for a time estimate (x/y/z: x, lecture hours; y, lab hours; z, study hours; all times are per week). Stick to your schedule but if you fall behind do extra work to catch up. Your professor can help you make the best use of your time.

7. Professors

Learn their office hours, whether they take appointments, and their use of email. Ask for help when you need it, with prepared questions. You should meet with your Academic Advisor at least annually about your progress in your program.

Read – Review – Research – Refresh – Repeat