

Free Tips

Better Habits for Greater Success



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You can prepare yourself for an effective life.
Try to develop the following habits.

- 1. Take responsibility for yourself.**
Responsibility is recognition that to succeed you can make decisions about your priorities, time, and resources.
- 2. Center yourself around your values and principles.**
Don't let friends and acquaintances dictate what you consider important.
- 3. Put first things first:**
Follow up on the priorities you have set for yourself, and don't let others, or other interests, distract you from your goals.
- 4. Consider yourself in a win-win situation.**
You win by doing your best and contributing your best to a class, whether for yourself, your fellow students, and even for your teachers and instructors. If you are content with your performance, a grade becomes an external check on your performance, which may not coincide with your internally arrived at benefits.
- 5. First understand others, then attempt to be understood.**
When you have an issue with an instructor, for example a questionable grade, an assignment deadline extension, put yourself in the instructor's place. Now ask yourself how you can best make your argument given his/her situation.

- 6. Look for better solutions to problems.**
For example, if you don't understand the course material, don't just re-read the material. Try something else! Consult with the professor, a tutor, an academic advisor, a classmate, a study group, or your school's study skills center.
- 7. Look to continually challenge yourself.**

Adapted from the audio cassette by Steven Covey, *Seven Habits of Highly Effective People*.

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