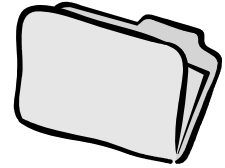


COLLEGE 101 STUDIO 2B FOCUS BOOK

Activity #1 - Create A "Go Me" File

Begin with a large envelope, folder, notebook, etc. Include your report cards, recommendations, awards, and honors. Keep track of activities (school and community) and jobs (volunteer and/or paid).



Activity #2 - Take A Personal Inventory

Try personality and career quizzes to help you determine your interests, strengths, and weaknesses. You can find lots of quizzes in teen magazines.

Activity #3 - Take the "What Kind of College Is Right For You?"

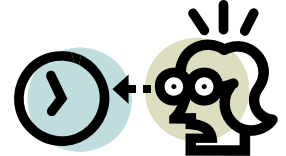
Find this quiz on page 10 in the *College 101 Focus Book*.

Activity #4 - Does Girl Scouting Count?

Absolutely! Highlight any honors or awards you have received. Add your experiences that involve leadership or community service project. Make a list to include in your college essay.

Activity #6 - Stress, Balance and Time Management

With so many assignments, work, family, friends, etc, life and university can be stressful! How do you balance it all? How can you accomplish it all?



Attending classes, studying, working a part-time job, participating in extracurricular activities, and finding time for friends, family and yourself can be a hard schedule for students to balance. The following time management tips will help you stay balanced and stress-free. We all probably wish that there were more hours in a day, but since that is virtually impossible, we must make the best use of the hours that we do have. By utilizing the steps below, you will be on your way to achieving better time management skills and becoming an all-around better college student.

1. Set Goals. Determine exactly what you want to accomplish. This may be what you want to accomplish in a day, a week, a semester, or even longer. What are your academic goals? Maybe you want to have your Psychology paper finished by the end of the week so you can enjoy your weekend. Maybe you have a goal of going to college, but you must first perform well in all your high school classes. What are your extra-curricular goals? How much time are you willing to commit to your extra-curricular activities? Do you have any personal goals? Maybe you want to expand your social circle or start exercising. By setting goals, you will be more inclined to follow through with them and accomplish your tasks.

2. Prioritize. Once you know what needs to be accomplished, you must prioritize your tasks. This means figuring out which tasks are most important and which ones can be put on hold. Be sure to stay focused on the most important task before you move on to the next ones. To help you better prioritize your tasks, you may want to number them in order of

importance. For instance, if you have a paper that is due in a week and a small group project that is due in a month, it makes more sense to put your paper at the top of your priority list followed by your group project.

3. Organize. Being organized will help you achieve your goals in a timely manner. You need to organize your tasks so you will know what needs to be accomplished and when they need to be accomplished. Create a weekly calendar that includes your schedule for classes, study time, social events, club meetings, exercise time, and any other time necessary to achieve your goals. Also, be sure to include assignment due dates in this calendar so you don't miss a deadline. Abide by this calendar every week so you will develop a regular routine while learning how to manage your time.

4. Avoid Procrastination. Procrastination is the main downfall of achieving time management skills. If you plan on doing an activity, stick to your schedule; don't put it off until tomorrow. Doing so will only cause stress over trying to complete the task in time. By setting predetermined goals and prioritizing them, you will be less inclined to procrastinate.



5. Utilize Spare Minutes. Do you ever find yourself aimlessly waiting on an activity to start or on someone to meet you? If so, you need to start using those extra minutes wisely. For instance, if you find yourself waiting on a class to start with nothing to do, consider starting on those reading assignments from your last class or begin thinking about a topic for your Philosophy paper. By accomplishing small tasks while you're waiting, you will find that you have extra time to complete those larger tasks when you actually start on them.

6. Know When You're Most Productive. Everyone has a time period during the day when they are most productive. Maybe you get more tasks accomplished in the morning than the evening or vice versa. Use the times when you have the most energy to accomplish the tasks that are more demanding, such as schoolwork. Use the times when you have less energy to work on tasks that are less challenging, such as running errands. You will notice that you'll get more tasks accomplished throughout the day by implementing this strategy into your time management plan.



Activity #7 - Choosing Your Major

What major is right for you? What can you do with it? How do you decide? These are questions all students wonder about. Here is a list to help you think about your decision.

The most important piece of advice is **Don't panic**. Make note of it and repeat it to yourself as often as you need as you make decisions regarding choosing a major in college. Choosing a major, thinking about a career, getting an education -- these are the things college is all about. Yes, there are some students who arrive on campus and know exactly their major and career ambitions, but the majority of students do not, thus there is no need to rush into a decision about your major as soon as you step on campus.

And guess what? A majority of students in all colleges and universities change their major at least once in their college careers; and many change their major several times over the course of their college career. Your goal should be narrowing your focus from all possible majors to a few areas that you can then explore in greater depth.

1. The first stop on your journey should be an examination or self-assessment of your interests. What types of things excite you? What types of jobs or careers appeal to you?

If you are not sure, many, if not all, college career centers have a variety of self-tests you can take to help you answer some of these questions.

2. The second stop on your journey is an examination of your abilities. What are your strengths? What are your weaknesses? What kind of skills do you have? You can begin this self-examination by looking at the courses you took in high school. What were your best subjects? Is there a pattern there? What kinds of extracurricular activities did you participate in while in high school? What kinds of things did you learn from part-time or summer jobs?

3. The third stop on your journey involves examining what you value in work. Examples of values include: helping society, working under pressure, group affiliation, stability, security, status, pacing, working alone or with groups, having a positive impact on others, and many others.

4. The fourth stop on your journey is career exploration. Explore a general list of occupations or search for a specific occupation and find lots of information about the occupation(s) you choose. You can also learn more about various occupations, including future trends, by searching the Bureau of Labor Statistics' Occupational Outlook Handbook.

5. The fifth stop on your journey is the reality check. You need to honestly evaluate your options. Do you really value physicians and have an interest in being a doctor, but have little skills in science? Does your occupation require an advanced degree, but your future commitments preclude graduate study? Do you have a strong interest in the arts, but your family is convinced you will become a CPA like your father? There are often ways to get around some of the obstacles during the reality check, but it is still important to face these obstacles and be realistic about whether you can get around them.

6. The sixth and final stop on your journey is the task of narrowing your choices and focusing on choosing a major. Based on all your research and self-assessment of the first five stops on your journey, you should now have a better idea of the careers/majors you are not interested in pursuing as well as a handful of potential careers/majors that do interest you. Here are a number of books that you may find useful, including:

- ★ *How to Choose a College Major*, by Linda Landis Andrews (VGM Career Horizons).
- ★ *The College Board Guide to 150 Popular College Majors*, by Renee Gernand (College Entrance Examination Board).
- ★ *The College Majors Handbook: The Actual Jobs, Earnings, and Trends for Graduates of 60 College Majors*, by Paul E. Harrington and Thomas F. Harrington (Jist Works).
- ★ *Major Decisions: A Guide to College Majors*, Richard A. Blumenthal and Joseph A. Despres (Wintergreen/Orchard House).
- ★ *Major in Success: Make College Easier, Beat the System, and Get a Very Cool Job*, Patrick Combs (Ten Speed Press).



You've done all the prep work -- you've gotten good grades in high school, scored well on a standardized test, and been accepted into the college you want to attend -- so enjoy all your hard work while laying the groundwork for a successful college career. Don't be a statistic; be determined to make it through your freshman year -- and beyond. Take advantage of your network of new friends and professors, have fun while learning as much as you can, and get the most out of your college experience.