Becoming a Successful and Empowered Student
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How to be a successful and empowered student!

Every life endeavor requires discipline and persistence. If you want to be fit, you go to gym on a regular basis. If you want to be healthy, you eat well balanced meals on a regular basis. Studying is no different; it requires discipline, persistence, and an unwavering belief that you can and will succeed.

To help you succeed on this new journey, we want to help you with some proven and well tested strategies. They have assisted thousands of students keep focused, maintain motivation, and achieve their utmost best.

We know you can do this, and hopefully these helpful hints will help guide you along your amazing and empowered journey.
Successful students know where they are going!

If you don’t have time to write down your goals, where are you going to find the time to accomplish them?

"Most ‘impossible’ goals can be met simply by breaking them down into bite size chunks, writing them down, believing them, and then going full speed ahead as if they were routine."

> Don Lancaster

Knowing where you are going as a student is crucial to moving ahead and achieving what you need to achieve, to get to where you want to go. Think about your perfect day or career two years down the track, and work backwards.

What will you need to do in increments to achieve that?

It is crucial to write down your goals and put them in a place where you will frequently see them. You could stick them up on your wall where you can see them every day or even carry a copy with you.

Do you know that a study completed at the Dominican University, California, found that you are 42% more likely to achieve your goals just by writing them down? The next step is to not only create goals, but also create the specific plans to accomplish them.

Of course, all goals should be S.M.A.R.T. That is:

**Specific**
Target a specific area and state exactly what you want to accomplish (Who, What, Where & Why).

**Measurable**
How will you measure your progress? How will you demonstrate and evaluate the extent to which the goal has been met?
Achievable
Your goal should be just out of reach, but not out of sight. Make sure you create goals that stretch and challenge you.

Relevant
Is the goal relevant to your objectives, what you want to do, and where you want to go? Is it realistic - will the results be realistically achieved given available resources?

Time-bound
What are the exact time-frames? When will you achieve your goals by? Include dates, deadlines and frequency.
Successful students know how to plan and stick to a good schedule.

“A schedule defends from chaos and whim. It is a net for catching days. It is a scaffolding on which a worker can stand and labor with both hands at sections of time.”

> Annie Dillard

Create study times, identify your goals and plans to achieve them, make lists and most importantly, remember and have the discipline to follow them. This is definitely one of the top habits of a successful student. Schedules are also important to ensure that you have a healthy balance between your studies, social life, work and sleep.

Some questions you can ask yourself and answer are:

- What are all the things I need to do or get done? How confident do I feel about each one (least, moderate or most)? This enables you to focus more time on problem areas, and attack the difficult areas when you are fresh and focused.
- What are the times of days or in the week that are busy, and not negotiable?
- What are the times or days where you can schedule in a regular, set study routine? If a routine isn’t possible, where can you schedule study blocks?
- What is your goal for each scheduled session? What do you want to achieve?
- How can you stick to your schedule? Is there a reward you can reward yourself for sticking to your schedule?
- Who can hold you accountable to sticking to your schedule (other than yourself?)
Work in 55 minute increments – give yourself a five minute break between each hour, or if that is too long or difficult, schedule 30 minute study increments, with a few minute break to stretch, move around or eat a healthy snack in between.

Be aware of those derailers!
Remember your deadlines and how fast you’re likely to get tasks done.

Breaking goals and any deadlines down into smaller pieces and preparing for them in advance means that you will be able to spend time on what is important, not just on what is urgent.

Always work and prioritise from most important to least important.

If necessary, you can use ABC analysis:

A - Tasks that are important and urgent
B - Tasks that are important but not urgent
C - Tasks that are not important and not urgent

Some questions to ask yourself and answer:

• What are the key important tasks/goals/things in my life that I need to prioritise?
• What are the implications of not prioritising?
• Am I prioritising some “me” time?
• How can I bring myself into focus in the morning, and at key times when I need to prioritise my study?

“Things which matter most must never be at the mercy of things which matter least”
> Johann Wolfgang von Goethe
Successful students don’t get into the habit of procrastinating, which ultimately only leads to lost time, increased stress levels, and closer, bigger, scarier deadlines.

Procrastination is a destructive habit that will distract you from your actual task and achievement of your goals.

One of the most common reasons why we procrastinate is when we have to accomplish unpleasant or disliked tasks, and we would really rather like to do various other activities instead.

You can beat procrastination by rewarding yourself after you have accomplished an unpleasant task (or break it down and reward yourself for having done a part of it!), clarifying the negative consequences of not performing a task and by simply starting to address the task step by step. There is no “too hard basket”!

If you need a little encouragement our Student Support Services Officer or Training Manager is there for you. Remember your success is our success too.

Things to consider are:

- Recognize when you are procrastinating
- Evaluate the reasons you are procrastinating
- Take counter-measures against procrastination

“You may delay, but time will not”
> Benjamin Franklin
Successful students prioritise!

Huge chunks of time can be lost if students get distracted during a scheduled study period.

“Successful people maintain a positive focus in life no matter what is going on around them. They stay focused on their past successes rather than their past failures, and on the next action steps they need to take to get them closer to the fulfillment of their goals rather than all the other distractions that life presents to them.”

> Jack Canfield

Plan your study around times where you’re least likely to be disturbed and if you need to, let others know your plan. If you need to, take counter measures to reduce distractions, such as turn your phone off or turn off any notifications, close down any social media, turn off the TV, go someplace quiet such as your library etc.

You’ll be more productive over a shorter, uninterrupted study session, than a long session with constant interruptions.

Questions to ask yourself are:
- What normally distracts me?
- How can I eliminate any distractions?
- How can I create an environment that removes, limits or reduces distractions?
- What routines can I get into to ensure I focus, and ensure being distraction free when needed?
Successful students keep up the inspiration

Many students get into the habit of simply going through their course units, eventually forgetting their passion and the reasons they started.

Start by identifying what it is you want or wanted to achieve.

Regularly reassess your goals, and whether they are still current, and going to get you to where you want to go.

Try to remember why you chose that particular course and qualification, and find new things in your area of interest that continue to inspire you.

As Albert Einstein said, be “passionately curious”, by keeping up-to-date on current events and news in your field. Look to the future. Where is your field of interest going? Future proof yourself, by embracing the new, constantly learning, and continuing to challenge yourself.

This will enable you to continue to feel inspired, to enhance your energy through your course and qualification, and will help you to enjoy your study journey.

“Renew your passions daily”
> Terri Guillemets
Successful students know that whilst the task, the job, the role, the course, or the qualification may be challenging, that it is important to celebrate your successes along the way.

Celebrate the small (e.g. I got through my study session without any distractions and completed what I had to do!), celebrate the medium (e.g. I finally handed in my assignment and have finished my course!), and celebrate the momentus (e.g. I finished my qualification!).

Each achievement you make, no matter how small or large, is something to be proud about. Find something relative to each, with which you can reward yourself.

And enjoy every moment of that reward!

“The reward of work is to have produced it; the reward of effort is to have grown by it.”
> Antonin Sertillanges
Successful Students Aren’t Afraid to Ask for Help

We are only a phone call or e-mail away.

Asking for help can save you countless hours of troubleshooting, letting you get on with the task at hand and keep you on schedule and on target.

Contact us on 1300 17 15 60 or on support@ltsa.edu.au

“The strong individual is the one who asks for help when he/she needs it.”
> Rona Barrett