College Success Center Content

Organizational Strategies

- **Achieve Your Goals**
  What do you hope to accomplish today, at the end of the semester, after a year, or in five years? College is the perfect time to examine (or reexamine) these questions to make sure you’re on track. Take this tutorial to learn goal-setting strategies for success, including how to set short-, intermediate-, and long-term goals.

- **Effective Multitasking**
  To be a successful college student, you’ll need to juggle many tasks. In this tutorial, learn how multitasking can help you improve learning, manage tasks, and save time. You’ll come to appreciate the best multitasking has to offer, and discover time-wasting traps to avoid!

- **Get Organized**
  Being organized is a skill that you can learn to get more done with less stress. Whether your study space is filled with clutter, you constantly misplace things, or you just want some new organizational strategies, this tutorial will help you learn tips and tricks to best organize yourself for success in college—and beyond!

- **Manage Your Time**
  With all the tasks to keep track of in college, knowing how to manage your time well can make a big difference. In this tutorial, you’ll learn how to make the best use of your time through prioritizing, the creation of study plans, and using time-saving strategies for academic success.

Classroom Success

- **Effective Classroom Listening**
  If you really pay attention to all of the noise around you, you’ll be surprised by all that you hear. How do you cut through the noise and really listen to what’s important? In this tutorial, learn the best listening strategies to improve your learning and focus on what’s important in class.

- **Memorization Tips and Tricks**
  Do you have endless hours to study and memorize information? Probably not—and it would get pretty boring if you did! In this tutorial, you’ll learn tips and tricks to remember exactly what you need to know. Not only will these memorization strategies help you recall important material for class, they will make the process of recalling that information faster and easier.
• **Note-taking Strategies**

Every day, you're hit with all kinds of information. Note-taking is an important skill that helps you take in and understand that information. Whether you are a student or are already working, developing and refining your note-taking skills can help you succeed. In this tutorial, you'll learn the concepts behind note-taking and how to be a better note-taker.

• **Reading Strategies for Class**

Given all the demands on your time, reading strategically—with a plan and goal in mind—will ensure you get the most out of your classes. In this tutorial, pick up useful tips and approaches to effective reading and review. Learning to read academic content takes time and practice—but it is essential for classroom success!

• **Strategies for Success in Online Classes**

Today, it’s quite common to take courses that are either partially or entirely online. With all that you have going on, being able to learn online is convenient! In this unit, you’ll learn what online learning is and strategies for success.

**Information Literacy**

• **Find and Cite Sources**

One of the most time-consuming tasks when writing a paper or other assignment is digging through the vast number of sources to find what you need. Don’t get overwhelmed with all the information out there—use strategies to stay on top of it all. In this tutorial, learn how to find and evaluate different sources, and properly format your citations.

• **Introduction to Research Skills: Information Literacy**

When you’re bombarded with information, how do you cut through it all and pick out the most important information? The key is information literacy: knowing how to effectively find, evaluate, integrate, and cite sources. When you think about all of the research you’ll do in school, it’s clear that information literacy is a skill you’ll use again and again. In this tutorial, you’ll learn the basics of information literacy as well as how to apply these skills toward your assignments.

• **Understand and Avoid Plagiarism**

Whether you intentionally turn in an essay that you didn’t write yourself or simply forget to add the proper citation, it’s considered plagiarism. If you don’t give credit where it’s due, there can be significant and long-term consequences. In this tutorial, learn how—with planning and good study habits—you can avoid plagiarism. That’s all it takes!
• **Write Like a Scholar**

Get the skills you need to write like a scholar! While you may have done a lot of writing in high school, you'll need to go beyond just noting observations. In college, you'll read and interpret various works and use them to support your own assignments. In this tutorial, you'll learn about the main parts of scholarly writing, sources and citations, and where to turn to for help if you need it.

**Articles and Electronic Books**

• **Avoid These 10 Study Pitfalls:** One of the hardest parts about studying is getting started. It takes organization and the ability to prioritize. In this article, learn the major pitfalls to avoid when studying.

• **Become a Successful Learner:** Learn five tips to help you be successful in your academic journey. Good study skills are ingredients for success whatever your age or education level!

• **Manage Your Time and Your Life in 20 Minutes a Day:** This is an all-in-one efficiency handbook, with suggestions to help you identify key action items and take the necessary steps to accomplish your long- and short-term goals. Learn how to get a firm handle on your schedule to keep efficiently moving forward with your professional plans.

• **Recipe for Research:** Use this brief but comprehensive article to help you plan and execute any kind of research.

• **Research & Writing Skills Success in 20 Minutes a Day:** In school, you will be asked to do research and write up your findings—from a brief summary to long reports. This eBook presents 20 steps for writing clearly, explaining how to organize the research process so writing is easy.

• **Taking Good Notes:** Learning to take good notes is a skill you'll need throughout your life. This guide provides helpful hints for writing better notes. The main point to keep in mind is that less is more!

• **Tips to Avoid Plagiarism:** Read this article to learn how to distinguish between acceptable and unacceptable paraphrasing to better understand and avoid plagiarism.

• **Tips to Cite Information:** For any research paper, you'll need to cite sources; in this article, learn citation examples in MLA and APA format as well as get help with citing poems and plays, and works with multiple or anonymous authors.

• **Writing a Thesis Statement:** In this targeted article, learn the basics of writing a strong thesis statement, one of the most important skills in research essay writing.

• **Writing a Works Cited Page:** In this article, learn the how-to's on writing references for many different resource types.