

## 7 TOP STRATEGIES OF THE WORLD'S BEST UNIVERSITY STUDENTS

- 1) get time tabled – calendars, diaries, year planner
  - whole year with exam dates
  - semesters with test dates
  - weekly classes
  - tutor availability outside class time
  - all assignment due dates
  
- 2) get to classes - all classes - no excuses, you **must** keep up, it goes too fast to miss any classes
  
- 3) take good notes in class – try hard-cover exercise books - a different one for each subject; take your lecture notes only on the pages on the right, leave every left side page blank use the left side for review later to write in a summary of the key points (all opposite for left-handers); use colour in your notes to separate ideas
  
- 4) every night - review (read over) all the notes taken that day and make your summaries on the blank pages; use different colours, draw diagrams, use THOrTmaps
  
- 5) if you do miss any classes, make sure you photocopy someone else's notes for that class as soon as possible and review them to make sure you understand
  
- 6) if you have any questions, any things you don't understand, track down your lecturer in their office and ask them – university lecturers often make themselves as unavailable as possible outside of class time but they have an obligation to help you so track them down, get them to help you
  
- 7) doing assignments**
  - a) as soon as you get the assignment mark the due date in your diary (on your phone) and later transfer that date to your wall calendar
  - b) in the lesson when you get told about the assignment, find out what is the word length, aim, objectives, deadline, marking criteria, and most importantly - can you submit a draft?

What are the stages of completing an assignment?

- i) Finding the information – research (25% of the time?)
  - ii) Processing the information – reading (25%?)
  - iii) Planning the piece of work – sequencing ideas (5%?)
  - iv) Doing the writing (40%?)
  - v) Proof reading, making corrections and handing it in (5%?)
- c) timeline every assignment - when will you need to have it 25% done by?  
50% done? 75% done? Mark the dates on your calendar/year planner, aim  
always to finish all assignments with one day to spare

***The solution to procrastination is organisation***

- d) decide what mark are you aiming for A++ → C, Achieve → Excellence
- e) identify topic, question to be answered and decide on your point of view -  
this is what teachers (and examiners) are looking for - a thoughtful point of  
view
- f) research - get familiar with the library – where are the books, journals,  
reference section, videos, audio tapes for your subject?
- g) find all the best web sites for your subject

***Remember - information is king - the first to find the best sources of information wins!***

- h) reading – learn to skim read through papers just looking for key points,  
quotes that support your point of view
- i) make summaries of key points using mindmaps, THOrTmaps
- j) plan out a sequence of points to make which lead to your conclusion and  
find one quote to back up each point
- k) prepare a draft and (if possible) take it to your lecturer/tutor for appraisal
- l) write the final copy
- m) proof read, make corrections, hand in.