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It's not just what you know . . . It's what you know how to do.

Your time and money are valuable, limited resources—and this book will help you make the most of both. Our most streamlined student success text to date, Keys to Success Quick takes the skills and techniques instructors and students have come to love from our bestselling Keys series and condenses them into 174 pages of essential information.

Quick gets right to the point with each important topic, providing the tools you’ll need to build top-notch academic, self-management, and thinking skills for use in college, career, and life. Other than putting all this in a super-short package, what makes Quick so special?

- **Critical, creative, and practical thinking skills.** The text is organized around these three active and goal-focused thinking skills, based on psychologist Dr. Robert Sternberg’s research on the types of thinking necessary for goal achievement. They are introduced in the first chapter, reinforced in chapter exercises, and referenced throughout the text. Research proves that building these thinking skills increases student achievement, no matter what your age, culture, gender, or life experience.

- **Self-knowledge focus.** With self-assessments opening and closing the text, as well as chapter-focused self-assessments that begin each chapter, Quick promotes self-knowledge and awareness from start to finish.

This text is designed with features that deepen and solidify learning. Quick features include:

**QUICK CHECK.** This brief self-assessment helps gauge knowledge and awareness of each chapter’s material before it starts. It asks questions designed to inspire thinking about what readers will learn.
**THINK ACTIVITIES.** Three activities appearing in each chapter—Think Practically, Think Creatively, and Think Critically—apply chapter skills immediately to everyday life. Through a mixture of brainstorming, journaling, and action, readers are encouraged to think outside of the box and put their developing skills to work in real-world applications.

**PRACTICALLY**

**THINK PRACTICALLY**

Try a New Note-Taking System

Identify a class for which you regularly take notes. Name the note-taking method you generally use in this class. If you don’t use a method that has a particular name, describe how you go about taking notes and what they look like.

When is the next meeting of this class?

During that next meeting, choose one note-taking method from this chapter that you have never used or do not regularly use, and take notes using that method. Which method will you use?

Finally, after the class period, briefly describe your reaction to the experience. Did it improve your notes, your concentration, your focus? Did it distract you or cause other problems? Would you use it again?

**CREATIVELY**

**THINK CREATIVELY**

Imagine Achieving a Goal

Create a “backward” path connecting to an important goal:

1. Name one important personal goal for this year, using the SMART goals guidelines (Specific–Measurable–Achievable–Realistic–Time Frame Linked).
2. Imagine that you have already achieved your goal. Describe how you feel and how your life is different.
3. Imagine that a friend asks you to describe how you accomplished the goal. List at least three short-term goals that helped you to the finish line.

You have just created a potential action plan. Consider putting the plan to work in the next year. When you do, remember all of the success you will create motivate and inspire you.

**CRITICALLY**

**THINK CRITICALLY**

Analyze Distractions

According to Dr. John Medina, director of the Brain Center for Applied Learning Research, people who are interrupted take 50 percent longer to complete a task and make 50 percent more errors.1 How do you deal with distractions? In a journal entry, briefly describe and evaluate two or three main ways you handle disruptions. For each, consider how successful the technique is and how you could improve (or change) it to maximize your future success.
THINK BACK. This end-of-chapter synthesis activity provides an opportunity to review the text for understanding, prepare for tests, and pursue personal growth. Task one involves revisiting the chapter-opening questions, and task two builds on one of those questions to create and map out a personal goal.

Quick! SKILL BUILDING

Think Back
Strengthen your knowledge and prepare for tests with this review. Answer the following questions on a separate sheet of paper or electronic file.
- Revisit the chapter-opening questions on page 77. Scan the chapter and write a short answer for each.
- As you review the chapter, take notes on the first section of material using an informal outline. For the second section, use a visual method, such as the mind map or charting method.

Analyze, Create, Practice
Identify Listening and Note-Taking Conditions That Work for You
Put your thinking skills to work to improve your listening and note-taking skills.

Analyze. Describe a recent class in which you were able to listen effectively and take notes (course title, type of classroom setting, and so forth).
Describe the instructor’s style (lecture, group discussion, Q&A) and any listening barriers.

MULTIPLE INTELLIGENCIES IN ACTION. This end-of-chapter exercise encourages the development of practical strategies relating to strongest and weakest intelligences. Building on the information and self-assessment results from the learning styles chapter, this activity encourages both creative thinking and problem-solving skills while addressing day-to-day needs.

Multiple Intelligences in action
Write three intelligences in the left-hand column—two that are highly developed for you and one you would like to build. Then, in the right-hand column, brainstorm a strategy for listening and/or note taking that relates to each intelligence.

Intelligence
Example: Naturalistic
Use MI Strategies to Come Up With Solutions
Use the chart method to categorize pieces of information your instructor discusses. Later, identify relationships among the points.

Keys to Success Quick
Because your time is valuable.
Acknowledgments

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Supplemental Resources

INSTRUCTOR SUPPORT
Resources to simplify your life and support your students.

Book-Specific Resources

Instructor's Resource Manual and Test Bank (ISBN: 0-13-138209-8). This online manual is intended to give instructors a framework or blueprint of ideas and suggestions to assist them in providing their students with activities, journal writing, thought-provoking situations, and group activities. The test bank, organized by chapter, includes multiple choice, true/false, short answer, and essay questions that support the key features in the book. Each test item is correlated to a chapter learning objective and is given a level of difficulty based on Bloom's taxonomy. This downloadable version of the Instructor's Resource Manual is available from the Pearson Instructor's Resource Center (IRC) at www.pearsonhighered.com/irc.

Online PowerPoint Presentation (ISBN: 0-13-13138205-5). A comprehensive set of PowerPoint slides that can be used by instructors for class presentations or by students for lecture preview or review. The presentation includes visuals from the textbook. The presentation also contains bullet point slides for each chapter that highlight the important points to help students understand the concepts within each chapter. Instructors may download these PowerPoint presentations from the IRC at www.pearsonhighered.com/irc.

MyTest Bank (ISBN: 0-13-138206-3). Pearson MyTest offers instructors a secure online environment and quality assessments to easily create print exams, study guide questions, and quizzes from any computer with an Internet connection.

Premium Assessment Content
- Draw from a rich library of question test banks that complement your Pearson textbook and your course's learning objectives.
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- Add headers or footers and easily scramble questions and answer choices all from one simple toolbar.
- Quickly create multiple versions of your test or answer key, and when ready, simply save to Word or PDF format and print!
- Export your exams for import to Blackboard 6.0, CE (WebCT), or Vista (WebCT)!
- Additional information is available at www.pearsonmytest.com.
Are you teaching online, in a hybrid setting, or looking to infuse exciting technology into your classroom for the first time? Then be sure to refer to the MyStudentSuccessLab section on pages xxiii–xxv to learn more. This online solution, designed to help students build the skills they need to succeed, is at www.mystudentsuccesslab.com.

Other Resources

Easy access to online, book-specific teaching support is now just a click away!

Instructor Resource Center. Register. Redeem. Login. Three easy steps open the door to a variety of print and media resources in downloadable, digital format. Available to instructors exclusively through the Pearson IRC: www.pearsonhighered.com/irc.

Choose from a wide range of video resources for the classroom!

Pearson Reference Library: Life Skills Pack (ISBN: 0-13-127079-6). Contains all four videos, which may also be requested individually as follows:

- Relating to Others (ISBN: 0-13-028511-0)
- Personal Wellness (ISBN: 0-13-028514-5)

Pearson Reference Library: Study Skills Pack (ISBN: 0-13-127080-X). Contains all six videos, or they may be requested individually as follows:

- Listening and Memory (ISBN: 0-13-028506-4)
- Note Taking and Research (ISBN: 0-13-028508-0)

Pearson Reference Library: Career Skills Pack (ISBN: 0-13-118529-2). Contains all three videos, which may also be requested individually as follows:


Complete Reference Library—Life/Study Skills/Career Video Pack on DVD (ISBN: 0-13-501095-0). Our reference library of thirteen popular video resources has now been digitized onto one DVD so students and instructors alike can benefit from the array of video clips. Featuring Life Skills, Study Skills, and Career Skills, the videos help to reinforce the course content in a more interactive way.

Faculty Video Resources

- Student Advice Video (ISBN: 0-13-233206-X)
- Study Skills Video (ISBN: 0-13-096095-0)
Current Issues Videos

**MyStudentSuccessLab Videos on DVD (ISBN: 0-13-514249-0).** Our six most popular video resources have been digitized onto one DVD so students and instructors alike can benefit from the array of video clips. Featuring Technology, Math and Science, Managing Money and Career, Learning Styles and Self-Awareness, Study Skills, and Peer Advice, the videos help to reinforce the course content in a more interactive way. They are also accessible through our MSSL and course management offerings and available on VHS.

**Assessments**
Through partnership opportunities, we offer a variety of assessment options!

**LASSI (Paper ISBN: 0-13-172315-4; Online ISBN: 0-13-172316-2).** The LASSI is a 10-scale, 80-item assessment of students’ awareness about and use of learning and study strategies. Addressing skill, will, and self-regulation, the focus is on both covert and overt thoughts, behaviors, attitudes, and beliefs that relate to successful learning and that can be altered through educational interventions. Available in paper and online (access card) formats.

**Noel Levitz/RMS (Paper Long Form A ISBN: 0-13-512066-7; Paper Short Form B ISBN: 0-13-512065-9; Online ISBN: 0-13-098158-3).** This retention tool measures Academic Motivation, General Coping Ability, Receptivity to Support Services, PLUS Social Motivation. It helps identify at-risk students, the areas with which they struggle, and their receptiveness to support. Available in paper or online formats, as well as short and long versions.

**Robbins Self-Assessment Library.** This compilation teaches students to create a portfolio of skills. S.A.L. is a self-contained, interactive library of 49 behavioral questionnaires that help students discover new ideas about themselves, their attitudes, and their personal strengths and weaknesses. Available in paper, CD-ROM, and online (access card) formats.

**Readiness for Education at a Distance Indicator (READI) (ISBN: 0-13-188967-2).** READI is a web-based tool that assesses the overall likelihood for online learning success. READI generates an immediate score and a diagnostic interpretation of results, including recommendations for successful participation in online courses and potential remediation sources. Please visit www.readi.info for additional information.

**Pathway to Student Success CD-ROM (ISBN: 0-13-239314-X).** The CD is divided into several categories, each of which focuses on a specific topic that relates to students and provides them with the context, tools, and strategies to enhance their educational experience.

**The Golden Personality Type Profiler (ISBN: 0-13-706654-6).** The Golden Personality Type Profiler™ helps students understand how they make decisions and relate to others. By completing the Golden Personality Type Profiler™, students develop a deeper understanding of their strengths, a clearer picture of how their behavior impacts others, and a better appreciation for the interpersonal style of others and how to interact with them more effectively. Using these results as a guide, students will gain the self-awareness that is key to professional development and success.
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STUDENT SUPPORT
Tools to help make the grade now, and excel in school later.

Today’s students are more inclined than ever to use technology to enhance their learning. Refer to the MyStudentSuccessLab section on pages xxiii–xxv to learn about our revolutionary resource (www.mystudentsuccesslab.com). This online solution is designed to help students build the skills they need to succeed.

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Time management is the #1 challenge students face. We can help.

Pearson Planner. A basic planner that includes a monthly and daily calendar plus other materials to facilitate organization. 8.5 × 11 trim size.

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Journaling

Journaling activities promote self-discovery and self-awareness.

Through the Student Reflection Journal, students are encouraged to track their progress and share their insights, thoughts, and concerns. 8.5 × 11 trim size. 90 pages.

The Student Orientation Series

Includes short booklets on specialized topics that facilitate greater student understanding.

S.O.S. Guides help students understand what these opportunities are, how to take advantage of them, and how to learn from their peers while doing so. They include:

- Jabr: English Language Learners (ISBN: 0-13-232242-0)
Why is this course important?
This course will help you transition to college, introduce you to campus resources, and prepare you for success in all aspects of college, career, and life. You will:
• Develop Skills to Excel in Other Classes
• Apply Concepts from College to Your Career and Life
• Learn to Use Media Resources

How can you get the most out of the book and online resources required in this class?
Purchase your book and online resources before the First Day of Class. Register and log in to the online resources using your access code.

Develop Skills to Excel in Other Classes
• Helps you with your homework
• Prepares you for exams

Apply Concepts from College to Your Career and Life
• Provides learning techniques
• Helps you achieve your goals

Learn to Use Media Resources
• www.mystudentsuccesslab.com helps you build skills you need to succeed through peer-led videos, interactive exercises and projects, journaling and goal setting activities.
• Connect with real students, practice skill development, and personalize what is learned.

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Connect, practice, and personalize with MyStudentSuccessLab.

www.mystudentsuccesslab.com

MyStudentSuccessLab is an online solution designed to help students acquire the skills they need to succeed. They will have access to peer-led video presentations and develop core skills through interactive exercises and projects that provide academic, life, and career skills that will transfer to ANY course.

It can accompany any Student Success text, or be sold as a stand-alone course offering. To become successful learners, students must consistently apply techniques to daily activities.

How will MyStudentSuccessLab make a difference?

*Is motivation a challenge, and if so, how do you deal with it?*
Video Presentation — Experience peer led video 'by students, for students' of all ages and stages.

*How would better class preparation improve the learning experience?*
Practice activities — Practice skills for each topic — beginning, intermediate, and advanced — leveled by Bloom’s taxonomy.

*What could you gain by building critical thinking and problem-solving skills in this class? Apply (final project)* — Complete a final project using these skills to create ‘personally relevant’ resources.
**MyStudentSuccessLab Feature set:**

**Topic Overview:** Module objectives.

**Video Presentation – Connect:** Real student video interviews on key issues.

**Practice:** Three skill-building exercises per topic provide interactive experience and practice.

**Apply – Personalize:** Apply what is learned by creating a personally relevant project and journal.

**Resources:** Plagiarism Guide, Dictionary, Calculators, and Assessments (Career, Learning Styles, and Personality Styles).

**Additional Assignments:** Extra suggested activities to use with each topic.

**Text-Specific Study Plan (available with select books):** Chapter Objectives, Practice Tests, Enrichment activities, and Flashcards.

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### MyStudentSuccessLab Topic List –

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**MyStudentSuccessLab Support:**

- **Demo, Registration, Log-in** – www.mystudentsuccesslab.com under “Tours and Training” and “Support.”
- **Email support** – Send an inquiry to MyStudentSuccessLab@pearson.com
- **Online Training** – Join one of our weekly WebEx training sessions.
- **Peer Training** – Faculty Advocate connection for qualified adoptions.
- **Technical support** – 24 hours a day, seven days a week, at http://247pearsoned.custhelp.com