Dedication

To the loving memories of Robert and Josephine Colbert,
who taught me how to journey through life.

To all the teachers who serve as travel guides to lifelong learning
and to all the students who embrace the journey.
About the Author

Bruce Colbert is the director of the Allied Health Department at the University of Pittsburgh at Johnstown. He has authored ten books, written several articles, and has given over three hundred invited lectures and workshops throughout the United States and Canada. Many of his workshops provide teacher training on making learning engaging and relevant to today’s students. In addition, he conducts workshops on developing effective, critical, and creative thinking, stress and time management, communication, and team building. Bruce is most proud of his volunteer work with wounded veterans in helping them to successfully transition into the workplace.
Brief Contents

PART I: TRAVELING TOWARD PERSONAL SUCCESS  1

CHAPTER 1 Stress Management: The Skill That Affects All Others   1
CHAPTER 2 Positive Attitudes and Goals: Preparing Your Mind for Success   17
CHAPTER 3 Managing Your Resources: Time and Money   37
CHAPTER 4 Active Study Strategies: Learning “How to Learn”   61
CHAPTER 5 Learning Styles, Memory, and Test Taking: Making the Grade   75
CHAPTER 6 Creative Thinking and Decision-Making Skills: Making Good Choices   91

PART II: A ROAD MAP FOR PROFESSIONAL SUCCESS   107

CHAPTER 7 Communication in Action: Presenting Yourself to Others  107
CHAPTER 8 Group Interaction and Team Building: Working Together Works  127
CHAPTER 9 Career Seeking and Leadership Development: Your Future Begins Now  145
CHAPTER 10 Enhancing Your Personal Health: Taking Care of Yourself Along the Journey  167

Appendix 187
Glossary 188
Index 191
Contents

PART I  TRAVELING TOWARD PERSONAL SUCCESS   1

1  Stress Management: The Skill That Affects All Others  1

   Introduction  2
   What Is Stress?  2
      A Working Definition  3
   Types of Stress  5
      External Stressors  5
      Internal Stressors  5
   Harmful Effects of Stress  6
      Chronic Stress  6
      Stress and Disease  6
      Stress and the Workplace  7
      Stress and Academic Performance  7
   Good Stress versus Bad Stress  7
      Stay in Your Zone  7
      Good Stress  8
      Bad Stress  8
   Your Two-Step Stress Management System  9
      Step 1: Become Aware of Your Good and Bad Stress Zones  9
      Step 2: Perform a Healthy Intervention  12

2  Positive Attitudes and Goals: Preparing Your Mind for Success  17

   Introduction  18
   The Conscious versus the Subconscious Mind  18
      The Power of the Subconscious Mind  18
   Determining Your Locus of Control  19
   Method 1: Reframe Your Thinking  20
      What Attitude Do You Present?  20
      Reframing Your Thinking  22

3  Managing Your Resources: Time and Money  37

   Introduction  38
   Using Time Management Techniques  39
      Assessing and Identifying Time Wasters  39
   Additional Time Management Techniques  47
      Make Time Your Friend  47
   Learn to Maintain Balance  50
      Enjoy Your Time  50
   Financial Wellness: Money Matters  52
      Understand the Basics of Money  53
      Steps to Budgeting  54
   Choosing Your Financial Institution  57
      Credit Cards, Friend or Foe?  57
      Maintaining a Good Credit Score  58
      A Word about Taxes  58
      Financing Your Education  59
      A Word About Identity Theft  59

4  Active Study Strategies: Learning “How to Learn”  61

   Introduction  62
Organizing Study Materials  62
   How to Organize  62
Developing a Study Schedule  64
   The Importance of Time Management  64
   Scheduling Study Sessions  64
   Alternating Subjects  64
   Time of Day  64
Reading Text Materials  66
   Managing Time for Reading Assignments  67
   Reading Strategies  67
Taking Effective Lecture Notes  69
   Note-Taking Tips  69
A Word About Attending Class  72
   Classroom Etiquette  72
   Success Strategies for Online Courses  72
Learning Styles, Memory, and Test Taking: Making the Grade  75
   Learning Styles  76
      Working with Your Learning Style  77
      Multiple Intelligences  78
      Howard Gardner's Multiple Intelligences  78
   Aiding Your Memory  80
      Grouping  81
      Mnemonics  81
Taking Exams  82
   Active Test-Taking Strategies  83
   Before an Exam  84
   During an Exam  86
   After an Exam  87
   If You Did Poorly on an Exam  88
   Faculty and Student Interaction  89
Creative Thinking and Decision-Making Skills: Making Good Choices  91
   Introduction  92
   The Integrated Thinking Process  92
      Emotional Intelligence and the Thinking Process  93
      Environmental Assessment  93
      External Barriers to the Creative Process  93
   Step 1: State the Opportunity for Positive Change  95
Step 2: Generate Ideas Concerning the Opportunity  97
   Background Information on Creative Thinking  97
   Creative Thinking Theories  98
   Creative Thinking Techniques  99
   Other Hints on Enhancing Personal Creativity  101
   Analogies  102
Step 3: Decision Making or Analytical Thinking  102
   Critical Thinking  102
   Decision Making  103
Step 4: Implement and Evaluate Your Chosen Strategy  104
   Almost the Final Step: Feedback  105
Final Thoughts  106
PART II: A ROAD MAP FOR PROFESSIONAL SUCCESS  107
Communication in Action: Presenting Yourself to Others  107
   Introduction  108
   The Communication Model  108
      Modes of Communication  108
      The Relationship between Verbal and Nonverbal Communication  109
      Informal Communication  110
   Listening: The Often Forgotten Communication Skill  111
   Speeches and Presentations  113
      Types of Speeches  113
      Pre-Speech Preparation  113
      Composing the Speech  114
      It’s Show Time: Delivering Your Speech  116
      Vocal Delivery Skills  116
      Physical Delivery  117
      Final Words of Wisdom  117
   Written Communication  118
      Examples of Workplace Communication  119
   Running an Effective Meeting  120
   Writing That Big Paper  122
      Gathering Good Information  122
      Prewriting  122
      Drafting the Paper  123
      Peer and Faculty Review  123
      Revision  123
      Time Management and Writing  123
Contents

Plagiarism 124
Crediting Your Sources 125
In-Text Citation 125
Reference Pages 125

Workplace Etiquette or Communicating a Professional Image 125
A Word about Social Media 126

Group Interaction and Team Building: Working Together Works 127

Introduction 128
What Is the Difference Between Groups and Teams? 128
What Defines a Team? 131
Different Types of Teams 132
Inner Workings of a Team 134
Team Decision Making 134
The Three Cs of Team Decision Making 134
Understanding Team Dynamics 137
Diversity 138
Embrace the Power of Diversity 139
Team Brainstorming 140
Team Creativity and Innovation: Brainstorming 140
Strategies for Team Leadership 142
Application of Teamwork to School, Work, and Community 143

Career Seeking and Leadership Development: Your Future Begins Now 145

The Academic Curriculum and Your Career Search 147
Selecting a Program That Fits You 147
Matching Your Skills 148
SCANS Workplace Competencies 149
SCANS Foundation Skills 149
What Transferable Experiences Can Help My Career? 150
Internships or Service Learning Experiences 152
Creating Your Personal Brand 152

Beginning the Job Search: Your Résumé 153
Education Level 153
Work Experience 154
Skills 154
References 154
Portfolios and Digital Résumés 157

Writing Cover Letters 157
Tips for Writing a Cover Letter 157
The Employment Application 158

The Interview 159
The Three Ps: Punctuality, Professionalism, and Preparation 159
Interview Questions 160
Web Resources That Can Help Career Exploration and Assessment 161

Changing Course (Not Really): Developing Your Leadership Potential 161
Identifying Leaders and Their Characteristics 161
Key Ingredients of Effective Leaders 163
What Do Leaders Have That Make Them Leaders? 163

Enhancing Your Personal Health: Taking Care of Yourself Along the Journey 167

Physical and Mental Wellness 168
Nutrition 168
Basic Nutritional Concepts 168
Vitamins and Minerals 170
Exercise and Wellness 171
Maintaining a Healthy Weight 174
Quality Sleep 176
Preventing Illness 177
Avoiding Harmful Substances 179

Healthy Lifestyle Choices 181
Choose to Understand Important Health Issues 183

Spiritual Wellness 184

Appendix 187
Glossary 188
Index 191
Preface

Why This Book?
This project grew from several years of fun, interactive workshops on academic and personal success with both students and teachers. From these interactions, two main concerns stood out. First, many students felt overwhelmed and unprepared for their transition to higher education. Second, when they took academic success courses, they again became overwhelmed with all the exercises, programs with numerous steps, and information. They found it hard to sift through it all to find the most positive and immediate strategies for their new and, yes, sometimes chaotic lives. This project was written to show students how to be successful in a very tangible, interactive, and practical way—in other words, to get back to basics that work. The 2nd edition builds and improves upon the original project vision.

What Are the Goals and Guiding Principles of This Text?
The main goal is to encourage students to assess their current skills and to develop specific action plans for improvement. A secondary, and very important goal is for readers to enjoy a journey toward self-improvement.

This revision is based on the following principles. The book starts with stress management in making positive behavioral changes for academic and personal success:

Navigating Your Future Success is readable and relevant to engage students in assessing their academic and workplace skills and develop a plan for success, starting with the critical foundation of stress management. MyStudentSuccessLab is a now available to extend the learning (www.mystudentsuccesslab.com) and help students to ‘Start strong, Finish stronger’ by acquiring the skills they need to succeed for ongoing personal and professional development.

Teaching & Learning Experience: Logical Learning Outcomes
How will students do well if they are “stressed out” as this impacts all aspects of their lives? Students will learn to harness stress in a positive way and set goals in their interpersonal skill areas to maximize external success skills.

This program provides:

• Personalized Learning with MyStudentSuccessLab (upon request): Whether face-to-face or online, MyStudentSuccessLab helps students build the skills they need through peer-led video interviews, interactive practice exercises, and activities that provide academic, life, and professionalism skills.

• Personal Success Skills—Internal (or intrapersonal) success skills focus on how to do well “within yourself”. Stress management is followed by positive attitude, time management, goal setting, learning styles, critical/creative thinking, improving memory, and test taking.

• Professional Success Skills—Skills for succeeding “within your program and beyond.” These skills focus on communication, group interaction, team building, job-seeking, and leadership development.

• Effective Teaching Techniques—This book includes exercises to facilitate positive behavioral changes. Affective teaching differs from cognitive (theory) teaching, so behavioral changes are presented succinctly to show quick, positive results that last.
In summary, this book strives to personalize the material, making it easier for students to internalize and actually use the ideas presented during—and beyond—their postsecondary education.

**What’s New to This Edition?**

All topics are updated with the latest research while maintaining the “get to the heart of the matter” approach. The following information expands upon the logical learning sequence of the revision and highlights the new and revised features to support the goals and guiding principles of *Navigating Your Future Success*, 2nd edition.

**Personalized Learning with MyStudentSuccessLab**

NEW! MyStudentSuccessLab, available upon request, (www.mystudentsuccesslab.com) is a Learning Outcomes based technology that promotes student engagement through:

- Full Course Pre- and Post-Diagnostic test based on Bloom’s Taxonomy linked to key learning objectives in each topic.
- Each individual topic in the Learning Path offers a Pre- and Post-Test dedicated to that topic, an Overview of objectives to build vocabulary and repetition, access to Video interviews to learn about key issues ‘by students, for students’, Practice exercises to improve class prep and learning, and Graded Activities to build critical thinking skills and develop problem-solving abilities.
- Student Resources include Finish Strong 24/7 YouTube videos, Calculators, and Professionalism/Research & Writing/Student Success tools.
- Three Student Inventories are also available to increase self-awareness, and include Golden Personality (similar to Meyers Briggs, gives insights on personal style), ACES (Academic Competence Evaluation Scales, identifies students who are at-risk), and Thinking Styles (shows how they make decisions).

**Personal Success Skills**

NEW! Coverage focusing on locus of control (Chapter 2), online learning (Chapter 4), online communication (Chapter 7), social media and technology (Chapter 7), and information literacy (Chapter 7).

NEW! Learning Outcomes that align with MyStudentSuccessLab. Provides a natural and logical fit for blended and online course environments, which are growing in availability and demand by students and instructors alike. (Ex.—Throughout the book.)

REVISED! Personal Success chapters. Addresses the foundational skills then moves to higher level skills. The first six chapters focus on the student’s internal success skills to “get them grounded” in the basics before moving on to higher level skills or tasks.

- Stress management lays the foundation to harness their stress in a positive manner (Chapter 1)
- Now they are able to set personal goals (Chapter 2)
- With motivating goals in mind, students can now develop effective time management techniques (Chapter 3)
- To “free up” valuable study time in the midst of their busy schedule, they can sharpen their study strategies (Chapter 4)
- Material on learning styles, improving memory, and test taking is now added (Chapter 5)
- Then it “fine tunes” the student’s higher level skills in critical and creative thinking (Chapter 6)

They are now prepared to move into the interpersonal skill areas to maximize their external success skills.
Professional Success Skills

REVISED! Professional Success chapters. While the first six chapters focus on how the student does “within themselves”, the last four will deal with succeeding “within their program and beyond.”

• These skills focus on communication, group interaction, team building, and leadership development (Chapter 7 and 8).
• A full chapter is devoted to job seeking skills and methods to thrive in their chosen career after graduation (Chapter 9).
• Explores enhancing personal health and wellness toward success in academic studies and career. (Chapter 10).

Effective Teaching Techniques

REVISED! Use of Effective Behavioral Change Techniques. Short, simple, and effective techniques are used so students can actually make these behavioral changes. This book does not offer the “ten steps to stress management,” crowded with copious amounts of information and lose students in numerous steps and long lists. The stress management system is a simple yet highly effective two step method. (Ex.—Chapter 1 and throughout the book)

REVISED! Personalized Assessment and Interactive Techniques. Allows students to assess their strengths and identify areas that need improvement. Each chapter begins with a behavioral assessment of their current skill level and ends with the development of personalized action plans. (Ex.—Throughout the book and MyStudentSuccessLab)

REVISED! Readability and Relevant Learning. Relevant learning and a simple, conversational writing style helps students to learn and personalize their strategies for skills development. Examples relate WHY these skills are needed and HOW to develop them fully. The conversational style, peppered with humor and “gee whiz” facts, make the material less theoretical and more personal. (Ex.—Throughout the book).

NEW! Technology Coverage and Application. Writing for today’s students with social media, texting, apps, etc., the book keeps up with current technology trends and how they impact student academic and personal success. (Ex.—Chapter 7 and throughout the book).

Why This Ordering of Chapter Topics?

Most academic success books place stress management in the middle or end; however, this text emphasizes it from the start. Many college surveys indicate that stress is the main barrier to academic success. If new students cannot manage stress and their minds race a million miles per hour, how can they go on to develop critical and creative thinking skills, set proper goals, manage their time, and study effectively? Imagine trying to make an effective study schedule or implementing time management techniques while feeling stressed out and overwhelmed. The skills presented follow a progressive, logical learning sequence.

Content Additions—By Chapter

The following content is added or specially updated within individual chapters:

Chapter 1:
• Relevant research on stress management and its critical relationship to academic performance and life success
• Exercise to build awareness of personal stress management abilities
Chapter 2:
• New section on determining your locus of control and self-responsibility
• Updating of SMART goal assessment and development
• New section on establishing values and priorities in your academic and personal life

Chapter 3:
• Expanded financial literacy concepts of budgeting and added new section on taxes and establishing good credit
• New section on managing technology and time management along with avoiding technology distractions
• Exercise on evaluation of personal progress in time management skills

Chapter 4:
• New section on unique aspects of taking an academic course online
• Assessments and various strategies to achieve online success
• Expanded discussion on classroom etiquette

Chapter 5:
• Exercises to build on lesser learning preferences
• Expanded information on memory and method for enhancement
• Additional exam taking hints and more exercises on objective style exams

Chapter 6:
• New section on emotional intelligence (EQ) and the thinking process
• New section on analyzing assumptions and bias in information
• Targeted action plans to improve thinking and decision-making skills

Chapter 7:
• New section devoted to information literacy
• New section on proper workplace communication
• New section on “How to run an effective meeting”
• New material on social media and communicating a professional image

Chapter 8:
• Expanded information on team-building concepts and purpose
• New section on the power of diversity and team effectiveness
• New section on strategies for team leadership

Chapter 9:
• New section on creating and promoting your personal brand and developing transferable skills
• Expanded information on portfolios and electronic résumés
• Exercises on how to complete an employment application
• Expanded information on all aspects of career and job search
• Expanded discussion on the characteristics to develop career leadership potential

Chapter 10:
• Updates to all information on wellness and healthy lifestyle choices
• Exercises targeted to develop a personal fitness plan for body, mind, and spirit
• Updated healthy eating and sleeping habits
RESOURCES

NEW! **MyStudentSuccessLab** (www.mystudentsuccesslab.com) is a Learning Outcomes based technology that promotes student engagement through:

- Full Course Pre- and Post-Diagnostic test based on Bloom’s Taxonomy linked to key learning objectives in each topic.
- Each individual topic in the Learning Path offers a Pre- and Post-Test dedicated to that topic, an Overview of objectives to build vocabulary and repetition, access to Video interviews to learn about key issues “by students, for students,” Practice exercises to improve class prep and learning, and Graded Activities to build critical thinking skills and develop problem-solving abilities.
- Student Resources include Finish Strong 247 YouTube videos, Calculators, and Professionalism/Research & Writing/Student Success tools.
- Three behavioral Student Inventories are also available to increase self-awareness, and include Golden Personality (provides actionable insights on personal style), ACES (Academic Competence Evaluation Scales, which identifies at-risk students), and Thinking Styles (shows how students make decisions).

NEW! **Online Instructor’s Manual**—This manual provides a framework of ideas and suggestions for activities, journal writing, thought-provoking situations, and online implementation including MyStudentSuccessLab recommendations.

NEW! **Online PowerPoint Presentation**—A comprehensive set of PowerPoint slides that can be used by instructors for class presentations and also by students for lecture preview or review. The PowerPoint Presentation includes summary slides with overview information for each chapter. These slides help students understand and review concepts within each chapter.

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*Note:* Every effort has been made to provide accurate and current Internet information in this book. However, the Internet and information on it are constantly changing, so it is inevitable that some of the Internet addresses listed in this textbook will change.
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REVIEWERS

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