

Student Success Strategies

Students will often need tips and tools to help themselves be successful in their studies. It is common for students transitioning to the online environment to need extra help in building up skills they have not used, or even needed, before. Here are some common themes that coaches often address in their student appointments:

Goal setting

Note-taking skills

Procrastination

Self-efficacy

Study skills

Test-taking skills

Time management

Understanding their own learning styles

In addition, here are common tips to offer students who may need help in approaching their work in a thoughtful, systematic manner:

Prioritization – sort assignments by due date to create urgency on what is most important, tackle it, and move on to the next.

Plan and take regular 15-minute breaks each hour.

Remove distractions. Turn off notifications from social media and texts.

Avoid multitasking because it can decrease focus.

Do not wait until the last minute to submit assignments; profit from instructor feedback!

Break your papers into smaller, manageable sections. Don't strive for perfection on the first pass at a paper. Write a rough draft, ask for feedback early and work on it from there.

Track your productivity. Do you find you are working better in the evening rather than morning? Plan on working on assignments during your peak times!

Set mini-deadlines and work ahead. Plan your work and keep making progress, no matter how small!

Reward yourself for accomplishing your goals!

Most importantly, ask for help! Tell the student if they are falling behind, to reach out to you for help. You are there to help them succeed and point them in the right direction.

In your worksheet, research what resources your campus provides to students who need help with time management, procrastination, etc. What is available for students online? Connect with your student success centers to obtain specific on-demand guides or links to share. Your campus may not offer everything students need. Think outside of the box. There are wide varieties of free online tools that other universities and businesses offer that may benefit your students. There are many [professional organizations](#) that provide a wide variety of resources as well.

Then, plan for how you will use these resources when working with students! After a student interacts with these tools, follow-up coaching is needed to make sure that the student is incorporating what they have learned from the tool into their study strategies. They may need help developing a new way of preparing for a test or managing their time based on what they learned about themselves!