**Communicating with Professors**

What are best practices for communicating and building relationships with professors? We will discuss e-mail, office hours, and mentorship.

**Designing a Weekly Schedule**

Learn about time management strategies through designing a weekly calendar or making improvements to an existing schedule. Feel good about your 24 hours, 7 days a week!

**Designing a Quarter Calendar**

Take control of the quarter system! By identifying project-level assignments and exams early you will learn how to better manage your workload.

**Designing and Delivering Presentations**

Presentations skills are useful in and outside the classroom. Come learn techniques for creating an effective presentation, as well as best practices for public speaking.

**Focus and Concentration**

Explore ways to increase focus and concentration, including strategies to help you stay on task. You will have a chance to reflect on your common distractions and problem solve.

**Goal Setting**

Practice using the SMART goal framework to design a goal. We will also explore the power that positive emotion holds in helping us take action toward and achieve our goals.

**Maximizing Lecture**

Let's analyze the role of lecture—expectations, challenges, and opportunities—in our learning. We will discuss strategies to use prior to, during, and after lecture.
How do you know what you know? How do you prepare for exams? Let's discuss strategies that can help make study sessions more effective and efficient.

### Reading at the Research University
Read to remember! Explore active techniques for engagement and efficiency. We will practice concept mapping as a way to capture and organize the information we read.

### Strategies for Test Taking
How can I become a better test taker? How can I better manage test-induced anxiety? We will cover techniques for multiple exam formats (multiple choice, short answer, etc.).

### Study Smarter, Not Harder
How do you know what you know? How do you prepare for exams? Let's discuss strategies that can help make study sessions more effective and efficient.

### Task Management
Having trouble juggling competing responsibilities and tasks? Let’s discuss how to strike a better balance through prioritization and to-do lists.

### Thrive Versus Survive
Let's examine our behaviors and habits to design action plans for changes we want to make to our study systems. What’s working, what could be working better?

### Success Coaching Appointments
Can’t make a workshop or want one-on-one support? Meet with a success coach to discuss any of the workshop topics listed. We support academic, personal, and professional goals, including time management, productivity, and learning strategies. Visit our website to sign up for an appointment, or call or visit 117 South Hall.

Please visit the link below for the online workshop.

https://zoom.us/my/ooeesworkshops
personal meeting ID: 530-752-4475