



How to achieve success as a student

The Students Choice

How to achieve success as a student

by Tauseefuddin Khan

Tkhan226@hotmail.com

© Copyright 2008 Tauseefuddin Khan. All Rights Reserved.
First E-book Edition 2008

Disclaimer:

The author assume no responsibility for errors or omissions in this e-book and you should use information & external web enabled links contained in this e-book as you see fit, and at your own risk.

Important Notice – Share it.

You have a right to share this E-book freely by any means. Please feel free to write to me for suggestions and improvements at tkhan226@hotmail.com

Published by:

<http://www.tunedlyrics.com>

PREFACE

It gives me a great pleasure to introduce this e-book as free for betterment of your academic future. This book is specially written for the students in order to improve their academic performance.

My aim in writing this book is to help students achieve success throughout their academic years. I believe that success is not a matter of just working hard - as most of the students are not able to secure good marks with their hard work approach. What is important is not simply how much you study but also how you study.

A successful student is one who performs equally well in all his subjects. In order to perform equally well, a student needs to put equal efforts in all the subjects. This book is all about improving and measuring your educational performance.

It is the desire of every student to give best performance, but due to increasing academic workload and competition they fail in achieving the ranks which they have set for themselves. Many students face problems with regards to learning, concentrating and making an affective educational time table. And, these problems obstruct many students educational progress.

This book aspires to provide all students with better planning and organizing tips. Student will find this book handy and useful. You can use this book as a guide to your studies and by putting its guided information into work you may be able to make better academic progress. This book also helps a student to monitor the way they study and writes tests and exams. This 'How to achieve success as a student' book is practical with easy to understand points and it can precisely be summed as a success kit for your education.

Contents

1. *Manage Educational Work*
2. *Qualities of a Successful Student*
3. *Making Good Career Decision*
4. *Your Role in A Family*
5. *Impacts of Media*
6. *Combined Education*
7. *Prepare For Your Examinations*
8. *Rank Yourself*
9. *Improve Your Work Attitude*

How to manage your educational work

Making a successful career needs time as well as motivation to be successful; things start to work only, when a person starts his journey of success in a very strong and committed manner. Positive changes in life takes place only when you constantly focus on your determined goals. You should be very clear with what and how you want to achieve those significant goals of your life. Remember, achievement of those goals constitutes for your happiness and development which you want to embrace in your life. Apart from this, you must get away with negative feelings and negative traits. Moreover, you should always be getting attracted to living a positive and all around healthy life style.

To be successful in making a career in medicine, engineering, computer science, management, finance or any other field of career interest requires you to put pushing and result oriented efforts, positive commitment, good planning and positive attitude combined with hard dedication that never stays idle in the hunt of dreams.

This chapter will introduce you to some wise things if followed can help you improve your academic performance. You will read the important factors and points which will help you to manage your educational work more confidently and efficiently. This chapters approach is simple as well as comprehensive. This chapter will make you aware of the knowledge which is necessary to make your education easy and interesting. As in practical business life things have to be planned, managed, and controlled so that the business functions properly and makes regular profits. Similarly, in learning you need to plan your education; schedule your home-works, examinations and tests. Furthermore, to remember about what you have learned in the school you need to have a tool that may guides you to manage education more effectively and helps you to improve your academic performances. And this book will be your guide and a handy tool to measure your performance and to take it to a higher level.

Managing education involves: learning; understanding; remembering; scheduling; organizing and balancing each course with a purpose to maintain excellent results in all subjects. The better you able to manage your education the better you will feel about it and the better you will do in it. Acquiring education in a systematic manner will definitely help you in getting most out of your educational studies. Education starts with learning and ends with learning. Never say that you've completed your education.

The subject makers are gone; they did their job honestly in this world. They have made harsh researches and experimentations to produce volumes of knowledge and facts. We are today enjoying the benefits of their hard work. Thus, you do not need to make a restart to make a research for finding the reasons of a particular theory or fact unless you not decided to broaden your horizon of learning and knowledge with some extra researches. However, for the time being, you just need to learn the facts and knowledge as described in the text or in a particular theory of your academic subjects.

Let's start with our main philosophy which is vital in making this chapter an interesting one to read. This chapter will discuss topics like learning, scheduling, and organizing. And these topics will help you to demonstrate your educational skills in a better way.

It is important that you learn to manage your education. Learning is the first thing. However, as your subject's contents grow your workload also increases. You will find difficulties coming up in managing your education as you proceed with the daily parcel of your studies. You may have experienced this, as your subjects chapters grow daily you tend to get uneasy. The reason for discomfort is due to the many chapters which you need to manage. In such situations, you will have a little time to do all of your work. Your daily routines will be affected; which includes attending classes, coming back to home, getting involved in your other activities as the case may be with you. That's where you end up doing exactly what you do always. You will just complete your assignment and homework daily and the next day you will be ready to step into the learning ground of your school or college.

You may complete all your assignments and home works which you learn daily and whenever a test comes, you start working with that subject about which you learned before by doing its necessary home works and assignments in order to write better. However, sometimes it happens, you will learn the same subject again, you will write the same answer and still you fail to secure good marks. Also, you do a lot of hard work to come first in the class and to get good marks but again you fell short of improving your rank.

If you manage all your work systematically you will gain benefits as follows:

You do not need to make re-efforts to learn what you learn previously.

You will not face mental headaches; all subjects' chapters will be under your control.

You will feel confident in writing exams and you will see a great development coming in your studies.

All these benefits you can achieve by managing all your different subjects chapters effectively. What you need is to follow a good routine; so managing educational tasks will be very clear and easy to you. Educational success demands good discipline, couple with punctuality and regularity in learning, revising, understanding, organizing, scheduling and in writing all what you have learned. Once you get these learning basics right, then definitely you will be a more successful student. And, as you know when you

become a successful student, you are able to develop a successful career also; you will be able to develop a successful platform for your future goals and dreams.

Start with learning:

Learning is not just feeding data into the memory drive of your brain. But, it is a tool to apply for finding solutions to problems, a tool that helps you to grasp advance topics at later stages of your higher education as well as guides you to share your presence in this wonderful human society.

Develop habit of learning, learning is always important. Everyday you get many opportunities to learn something by people or by situations. Apply these learning into your practical life. Books are not the ultimate sources of learning, *but books are in fact the theoretical guides of the practical business of life*. Everyday, the world faces a new challenge and a new problem and the solution of which not lies in the books. However, experts all over the world make use of their previous and acquired knowledge and researches to find a solution for that particular problem. So, use your sense as well as the acquired learning to learn more practically. Deriving ingredients of learning from practical day to day living life makes you a proud member of a society and country. Make consistent efforts to learn something daily in the practical course of the life, and do not just be a bookworm. Balance the way you live your life so that you will be able to learn many things besides books. You will be able to learn and understand quickly, if you work on cause and affect theory. Just explore any incidents which took place in the life of you or in the life of others. Analyze the good and bad things happened with those peoples. Start investigating and look for the causes and effects of their successes or failures. This way you will be able to learn the difficulties of life, the basics of life, the good things and bad things of life, the do's and don'ts of life. You can shape your own destiny by learning from others failures and by learning from others successes. Accepting good things of others is not an act of imitation, but it is a quality that you are embracing, and by embracing good qualities you make sure that you live a life of prestige and rewarding success.

Remember there are many ways of learning. You will see around yourself so many things happening with some known and unknown causes. Sometimes you may face a situation in which the things, which are bad for you, will not be bad for others and the things, which you think is good for yourself, will not be good in the eyes of others. With in our society we have cultivated and nourished different sets of values, which often conflicts with each other and these confusions may sometimes induces us to make decisions that may not be beneficial and conducive to our living. This problem intensifies more in mixed cultural environment where people with different races and traditions come into contact. People belonging to different background have different stories and traditions to speak. They have their own values and beliefs. But, because of social interaction these beliefs which are unique to them comes into picture and these causes a little confusion, as such beliefs are not appreciated and practiced by the other community. In such cases you must be insightful and be cooperative.

Learning, understanding, revising and remembering works in tandem. Because when you learn you make an effort to understand and you make a revision so that you may be able to remember what you have learned. Thus, when you are able to remember better then writing all your answers in a class tests or examinations becomes an easy job to you.

Do the following for effective learning:

When you are in class and your teacher is about to explain the concept and contents of a particular subject or chapter do the following exercise:

Release stress: start the class with a little meditation. Just say to yourself “I am ready to concentrate and to listen the lecture carefully” and free the stress and tension from your body. In this way you will not feel out of class. Concentrate on the lecture; acknowledge any problems you may have and assure yourself that you will find a way to solve it later. Put a smile on your face and get ready.

Free up your mind from the negative impacts about a chapter or a subject: If you believe that the chapter which you are going to learn is hard with a pre-determined negative feeling in your brain then it will affect the way you are studying in that particular class. There are some students who are seen counting time when the class begins. Not, because of lack of interest but due to the negative feelings regarding that chapter which they have perceived in their minds.

Personal thoughts: Avoid getting rapt into any personal thoughts, listens the lecture carefully.

Plan your day: when you leave for school plan the day ahead. Prepares things to do list. By planning the day, you will get to know exactly what and when the things you need to do. Daily planning is a great tool in making a perfect system of life. Planning keeps things in your control. Planning works as a guide for your task, if you make a good plan, then success is not far from your reach. Learn to make plans better, and save your plan chart for future appraisal.

List out your activities: List out your activities for today and tomorrow. This will helps you in making a system in your learning. It helps you in knowing what you have to do and when you have to do. This will be a guidance to you through out your day, and the best day is that day which went according to your To Do-Lists. Remember we cannot produce success just by hook or crook method. Planning is a very essential tool for success. Once you start to do things with plans the chances are that you will be more likely to be successful. At least you should list out a one-week’s activities in a clear and organized manner. Use your experience to get the things in your eye window. Many people feel planning as the tiresome work and they skip it as an unnecessary practice and they randomly carries their daily activities. A research study showed that persons with daily planning achieves more in life than those who unplanned themselves. Even an average person can outdo the genius through accurate plans and dedicated action.

Time & Place: Write the name of the activity followed by the time, place and other things. Keep order in your planning. By giving time and place name you will

perform well. You can make your personal planner and keep records and notes on it. Just writing the notes should not be the goal. Later on every week you must review what has been done and what has not been done. What needs more improvement and how was your total performance.

School activity: in every class periods make sure what you have in a class period. That is explanation of a chapter, a test, or a homework corrections, or something else. Get to know what you are going to learn everyday in advance. Ask your teacher, what subjects he/she is going to take. This way you will keep momentum going.

Listen: Concentrate on your lectures and do not think of any other matter in the class. Avoid chatting with the friends and adhere to class ethics. It is your class and you should be obedient to class rules and regulations. Concentration is linked to how well you listen, and if you do not listen well you will not be able to learn well. So listen carefully and finish your studies first.

Take a notebook: while the lecture is going on in the class, take a notebook and write any important points of a lecture which you found useful. By doing this you will be having a summary of the chapters learned. These small notes are like your passwords to in depth contents of those chapters.

Feel free: Ask for explanation and raise reasonable doubts in a class during the lecture, but restrain yourself from raising unnecessary doubts. Because, by raising unnecessary doubts you are wasting your class time. It creates irritation and other students who are concentrating, may lose their concentration.

Ask for a summary: At the end of a lecture asks your teacher to give synopsis of what has been taught. Generally, they do give the synopsis. Short descriptions often are useful and you should make short notes of each subject. It will help you to have a bird view of long answers. And, this way you can avoid forgetting the answer.

Carry notes: Further you can keep in your pocket small notes which you can refer according to your convenience at any time and at any place. You can read these notes whenever you may get a free time.

Quick revision: When your class finishes. Again give a bit of time in making sure that you learn today something. Just revise your written notes so you receive a sound impression on your memory bank about the question and answers. Quick revision is like putting stamp of sound learning on your mind before it dries.

Discuss: Discuss about the lecture with your friends. Let your chatting gets meaningful directions. You might discuss with your friends about different issues. You may be having discussion on movies, on sports or on general issues. At the same time give a little bit of time regarding your subject. Discussing about subject opens a new door of learning, and it is more efficient and educative in compare to what you gain from the lecture.

Revise in home: in home, one by one read the notes of a lecture. Remember always to revise your lessons the day it has been taught. This helps you in remembering the things better and it helps you in understanding the chapter very well. And if you do not do this, you will have to re-assemble all your thoughts which is quit a bit difficult to do later.

Explore the subject: With each note refer to your text and guide for further exploration. As it happens you might feel trouble with one of your written notes just pick up the textbook, refer to the concerned paragraph and clear your doubts. Most of the doubts can be cleared by self-studies.

Remove boredom: You might feel bored with a particular subject. But understand that, it is necessary to learn than to feel bored. Put your mind and start concentrating. Try to find out a different approach to your studies. For example: do a physical activity while studying your subjects which you think are boring, read it by walking, or play something while reading. This allows you to concentrate as well as shuffle your mind to play, so you may not get bored.

Write your reminder list: Write that particular date on which you want to revise lessons. Prepare reminder list of each class and subjects as per your convenience. And place that paper in proper place, or maintain a spreadsheet file if you use a computer.

Reminder-List is a list of future course of action which you will prepare to make your education better. Try to make reminder list for each and every chapter, and refer to it often. Reminder list helps you in ordering and scheduling your various subjects properly and if you follow it and practice then certainly there will be an improvement in your educational studies.

Reminder list for example 'science'

| Dt | In class | Date of RvSION | Further RvSION | Remarks |
|-----|-----------|----------------|----------------|-------------------------|
| 2/9 | lecture 1 | 12/9/- | 25/9/- | contents not understood |
| 5/9 | lecture 2 | 13/9/- | 26/9/- | contents not understood |
| 9/9 | Test | | | Answered/unanswered |

Given above is a sample Reminder list. You can use it according to your schools teaching methods. Moreover, you can make necessary corrections to suit to your educational needs.

A Note on Remembering:

Remembering is a soul in the process of Learning.

Learning = understanding = Remembering = Presentation

The above equation shows that when learning goes better, understanding, remembering and presentation will also be better. You will easily write and score better in examinations and in tests. In addition, you will be able to present facts in a better way in discussions debates and in social groups or in a seminar. You will always find confidence with you and you will be successful. And, if you do not concentrate on the first activity that is learning you will find hard to understand and remember.

Concentration is an integral part of education. If you pay concentration, you get the praise. Paying concentration in return for learning is as similar to as spending money

to buy something. For anything consideration is very important. If you spend money on goods you expect the goods to give you benefit in return. Similarly, for gaining education you need to spend money as well as – pay the concentration. Just money can't do and help you achieve concentration. A psychological force is very crucial for the acquisition of education and that force is with in you.

Educational Expenditure

Today education is not cheap. Education is becoming costlier and people are saving from their incomes a good portion of money in order to enable higher education for their childrens. Let review where money goes.

Fees: Includes your school fees, the fees for appearing in examinations, getting certificates, and for other things. Most of the major part of your educational expenses lies in paying school fees.

Stationery: Note books, textbooks, and other accessories such as pens, pencils, and other items.

Tuition fees: extra learning fees. The fees paid for learning other than in school. As some boys and girls, face problem with school studies and their parents realizes that it is necessary for their children's to have tuition.

Games: Some schools may also charge extra curricular activity fee.

Others: And, there may be fees for other things, which you may need to pay from time to time according to the system of your school.

For gaining education you cannot solely rely on money factor. You need to couple it with much needed concentration, hard work, discipline, punctuality and the consistent approach towards the education that will help you to make a clean success.

Most of the parents work hard to fulfill the needs of their children's and to meet their educational requirements. For this they make necessary long term plans for higher education. They are not only supporting their current education, but also they are making necessary plans and investment in order to provide them better higher education, to get the most respectable degrees, the degrees that guarantees a life-long earnings and guarantees peace of mind. You should make necessary efforts to compliment your parents efforts, which they are doing it for you.

Concentrate for acquiring education otherwise all the money invested on learning will go waste without any benefits. When you are spending, you have a right to get quality education and as such, you have a right to ask your teacher if you face any educational problems.

Do the following to develop, the ability to concentrate:

Organize your work daily: Bring to light, what work you have for today, make proper notes of all chapters and organize your studies. Prepare learning log, means put down in a notebook about what is learned today, in each subject. Often concentration is

linked with how you organize your work and how you plan your work. You will not face any problems with the acquisition of education, when you plan and organize your work properly.

Schedule every task properly: Describe clearly the time you need to spend on each subject, and then adhere to your timetable. And if you feel the timetable is not giving you good result, look for other alternatives by seeking the guidance of your teacher. They will always like to see students come forward to them to ask how to learn and how to prepare for exams.

Sit in a calm place: Sit in such a place where you feel mentally relaxed to study and explore the things. A place full of noises and sounds will interrupt your studies. It depends also what you are learning and doing, suppose you are learning a subject about which you are much familiar, certainly in a noisy environment also, you can able to understand it. When you are studying a subject. Which is not had been taught previously, and then you should sit in a calm and noise free environment, where you, your book, your mind, and calm environment will only reside. Where as in most of the houses usually children are having a separate room to study, but also there are many poor people who cannot afford this to their children's. Right time and right atmosphere is important from concentration point of view. Try to avoid studying, when there is a commotion in home.

Study accordingly: If it is just theoretical take a notebook, look for important points, mark it or write it in your notebook. And if it involves some calculations and practical, then do according to the solution for the problem. Especially in science and mathematics you should do well all the beginning problems of exercise several times, until you not feel comfortable. Once you get the basics right, you will solve to other problems easily.

Understand Clearly: If you do not understand some portion of the text, take your lecture notebook, and refer to it. If you still feel confusion call your friend and discuss, or log onto Internet if you can access and find details by yourself. The point is, do not close the work for today. What you have planned if you are not achieving, just revise the chapter and clear the doubt with your teacher.

Be flexible: Do not make hurry. Do not force your mental muscles on a thing, which seems to be tough. Think about the problem, and give a little time, if the problem gets solved ok. Otherwise continue with other subjects. And clear your doubt the next day with the teacher.

Have breaks: Have a break, like you have a commercial breaks while watching T.V. You should also take Refresh break, while learning; it allows you to concentrate much well. If you repeatedly get rapt into the book, you will feel drowsy. And for getting rid of drowsiness just get-up and take a walk, or talk to your parents, or brothers. Listen to your favorite song, or drink a coffee, or have a talk with your friend. Such thing plays the role of a mental booster and it provides necessary zeal and enthusiasm that will enable you to come back to your study room with more vigor and energy. But do not waste lot of time. Divide your time rationally.

Schedule Watching TV: Suppose if you have a plan for further study, do not watch TV for 5-10 minutes, as when you sit in front of idiot box your interest multiplies and

you end up sitting more than you should be. In such case consider having a pep talk to yourself or a little exercise, or a talk with your any member of your family. And if you decided to have a break of ½ an hour or 1-hour then, watch your favorite program or listen to your favorites songs or do anything that interest's you.

Read with Interest: whatever you read, read with interest and rejoice. Do not take the book to finish it off early, and do not hold the book with a force on mind. Such thoughts are negative in its character. And in turn they cannot help you at all from any directions. Just hold the book with interest and concentration. Be serious to your studies, because most of your life's activities are now depends on your education.

Organize your desktop: in a way, which appeals to you. Because; concentration has to do much with the place of your study and work. If your study room is by it's character a study room. Then concentration will be really higher. Like you always make your Computer desktop screen wallpaper look good, like this make your study desktop looks better, clean and appealing.

Cleanliness: Develop the habit of keeping yourself as well as the surroundings neat and clean, good thoughts comes only in a neat and calm environment, your mind explores and does magic in an environment which is neat, calm, clean and noise free. Do not be irresponsible with regards to these petty things. And do not rely much on your mother for doing these petty things, do it by yourself. It is in this way you will learn "the lesson" that helping your own self is the first step towards making a good life.

Give message to yourself: Organize your study room or desk with some messages to yourself. Some sort of pictures, which you like, your timetable for the weeks, your ambition messages is an excellent way to keep eye on your goal. Make a neat ambition plan. And let your eye come into contact daily. Change the background and bring other changes in message after 1 month, to give it a refreshing look. This helps in sprouting up your interest towards achieving the specified goals.

Respect Yourself: Give a little description of your good qualities. These factors will leave positive impact on you. Your studies will become a hobby rather than burden. There is also a need to see your self positively and as such see yourself positively always. Leaving a negative life is not good. Resist that thoughts which say's that you are inferior to others, which say's your life is not important, which say's you are not important. We make our lives according to the thinking pattern we develop over a long period of time. You as a student can start teaching your mind daily of positive values and positive focuses on life. You get energy only when you see yourself positively.

So schedule your studies in such a way that it allows you to fulfill your other desires and wants. Your other basic desires are also important. Activities like calling a friend, going to someone's house, going to party, going for a recreation, watching a movie are all is an important part of your growing life and so acknowledge them. Take care of all your needs and desires. Strike right balance among all your important works of this precious life. At the end, add up all your personal tips on developing a much-needed concentration for learning. Remember that, you are the best judge for yourself, your life and all its activities are known to you much better than others. You are the witnesses of your own life, you know exactly what are you doing and how you are doing

and what you have to do to improve your education and your life. So whenever, you make some mistakes, learn from that mistake and when ever you get an idea apply that idea to work and watch the results getting improved spectacularly.

Qualities of a Successful Student

You need to cultivate in yourself constantly good qualities. Good qualities are the backbone of any success. The character of a person is much revealed by his qualities and approach towards life. Qualities in general may be good, bad, positive, negative productive, or unproductive. It's on all of us to cultivate and embrace the qualities which we desire in ourselves. Develop and welcome those qualities which are fruitful.

Some people are passionate to perform and practice those works which are beneficial to them but it brings harm to other people living. To understand this consider a student who uses unfair means to secure good marks in an examination by way of cheating and that particular student succeeds in doing it. As a result of which, that student may be able to clear the examinations and may secure a higher grade in compare to those students who have studied well. This quality of cheating has benefited him, but has resulted in loss of others. So, make sure which of your quality is not morally good. Good qualities do not come easily; you need to put patience as well as round the clock efforts in all situation of life to hold the path of righteousness.

Good quality is a quality, which should possess two returns and two benefits. That is your quality if implemented should benefit you and also others. Accosting yourself with good things is really a good work to be accompanied till the last breath. Give shape to your ideas, mind power, abilities and efficiencies, and work on it and turn them into the most useful ingredients of your life.

Qualities of a successful Student:

A student should develop those qualities, which makes his/her education successful. The rate of success largely depends on how much qualities of a successful person you possess. And you need to note one more important thing that is implementing your good and productive qualities constantly and consistently into practice. This is the way you will acquire good qualities. Constantly practicing good qualities will have direct impact on your personal productivity and efficiency.

It is necessary to practice good qualities until they do not change into habits. Once you attain that, then there will be no looking back. Because those qualities will only result in further improvement and development of your own personality and it will give you the best for the rest of your life.

Good virtues and qualities can be understood from ethical, moral and religious point of view. Practice what your conscience, religion and morality guide you to do. Practice good qualities with vigor, courage and determination; it is necessary to pull extra energy from your soul and spirit.

A student should practice the following qualities:

- 1, A student should be goal oriented.
- 2, Be punctual and regular to his work.
- 3, Prioritize education.
- 4, Strong Determination.

A student has to develop qualities of being punctual and regular to the class, and he should prioritize educational works on first order. A student can see improvement in his progress card, if such qualities are developed, and practiced regularly.

We are able to recognize and interpret various good and bad qualities, but we fail in embracing them for our personal effective use and development. This shows that we do not lack in recognizing and understanding qualities, but we lack in deriving benefits out of it. We stumble on the hard work necessary to implement a good quality successfully. And, this is really a cause of mass failures of humans.

Thus a student must identify the qualities, which helps directly his education. Secondly a student must understand the use and benefits, which it can bring to him and start implementing those qualities, which will perk up his education.

Be punctual and regular to studies:

Punctuality and regularity in doing work brings you closer to the task and places you in winning situations. When you work constantly and with grit and determination, you slowly and steadily get closer to the successful termination of your important work. Thus punctuality is a basis for success without which success lies in darkness.

Regularity is important because every success requires millstone efforts, which is a long way process, so never give up practicing towards your goals. It is important that you carry your entire task punctually and regularly. For example, if you skip classes, home works, assignments and other educational tasks; then later on pressure will mount on you, and you have to rush towards all your pending works. This way you lose your time and you lose a very important thing that is "Self respect". Because you will feel that your other colleagues did the work and are happy and you feel inferior to them. This creates a negative feeling's in your mind. Also your parent's and teacher's will scream on you. So do your work regularly and feel happy and gain confidence. So take all necessary precautions to curb deviations from your paths. Here are some factors which must be kept in strict observation in order to achieve regularity and punctuality.

Remember you should always prioritize your education tasks upon all other tasks. Education should be the first priority in your planning and scheduling. Because, it's only through education, significant changes in your life and career may take place. In today's world your education is the stepping-stone towards all worthwhile achievements. So

regard educational tasks as very important and give it a constant attention and carry out daily your all-educational works such as learning, doing homework's, and practical works. Revise the learned answers and prepare for the test and examinations.

To attain punctuality and regularity consider on these issues:

Be active: Be active. Because being active is being positive and being ready for new ideas, ready for work, ready to adventure and ready to experiment and ready to explore. Activating yourself against the world is great thing. This is a competitive world, and you need to be active and you must work consistently in a perfect rhythm and you should continue working until you not get what you need. Today employers are looking for people who are active and open to new ideas and have a lot of zeal and energy in them. Because these are the people who are becoming a sound base of many successful corporation's around the world. In contrast to it is laziness. That may put bad effects on the results of your education, career as well as your over-all life. Difficulties in work arises due to the tendency of being lazy. And if you welcome laziness to dominate your time you get nothing and you end up in losing the most precious time of your life. As a student your time is 10 times more precious than others, because you will not be a student lifelong. Your student life will finish one-day and in between the time you get is a time to make something, to make your future life, to achieve your ambitions, to understand important aspects of life, to put forth your future and reap benefits and to make an excellent career.

So just say no to laziness and act active and alive. Replace laziness and boredom with active participation in life's crucial works and boredom with learning and developing good hobbies.

Maintain discipline: Maintain discipline and control the way you live. Order is very important and without order in your life things will be in chaos. And there are some people who suffer with inefficiencies and failures in their life, because of their un-organized way towards life. You must bring discipline in your living. In simple discipline means "regulating your life's events to a set of predefined plans and statements" the statements and planning should come from you. You should decide what you want to do and how you want to do. You can then only be able to bring discipline in your life. If you work without any discipline there is a greater possibility that you will not score well. In education discipline is very important. Discipline makes you smarter and helps you realize your goals with ease and perfection.

Be a timesaver: Be a time saver and work on time and save your future time. Doing the things on time is a practical way to get success. Develop habit of doing things on time. The more you do the things on time; the more the burden get lessen from you. The more you develop habit of doing things on time - the more successful person you will become. Do not store any thing for tomorrow. As the popular phrase says "what you want to do tomorrow - do it today - and what you want to do today - do it now" get this words right into your mind frame. By this you will feel greater change coming in yourself. Do not waste your time on those activities, which are reachable and can be done later. A simple case is about watching your TV programs. Today every program,

and news is telecast more times than it was before, do not get panic, you can watch your program later, do your work now and be happy. Do not make it an issue; learn to do things on time. To make effective use of your time, you should daily keep a "to do list" that will guide you to do things on time. There are various reasons which results in wastage of time. Some of the reasons that make your time a waste affair are follows:

Indefinite purpose: Each and every day should be guided by your goals, as a student your goal is to attend school, do homework that can be termed as your obligatory duty. And other things such as playing, sharing time with your family can be termed as your informal duty. Both require time to fulfill. Formal duty is important as you are accountable to the school authorities and they will not give you any type of freedom to skip school and homework's. Where as informal duties are not authoritative in nature. And can be practiced or can be postponed according to your wish. It does not affect much. Be clear on what you are going to achieve today, and set goals, which are achievable. More can be said on the importance of the time. What you will achieve tomorrow is depend on how you are using your time today. Most of the people do not practice time management, and they do things as they come, and we tend to waste a lot of time because we do not plan every work with a definite time schedule. Remember that you have to save time in the same way as you use to save money on every transaction. Most peoples are choosy on spending money, because money has value. Similarly if you get this into your mind that time is more precious than anything else. Then you will automatically spend your time also wisely. Divide your time proportionately on every task, and give more time to productive things, such as studies. Gossiping with friends several hours on useless issues is just a waste of time. Start your gossip with a good topic and do not prolong your gossiping.

Thus if you take care of these two factors, you will certainly see development ushering into yourself. You will feel more practical and more regular. You will find peace of mind. You will never run out of time, you will have full control upon yourself and your studies.

Follow the following to improve your time management:

Finish work on time: Do regular checks of your ongoing assignments and assignment to come, and do revisions of all finished chapters. So you can save later on a lot of time. Assign a definite time to your gossip, it can be Internet chatting, a telephone calls or personal chatting.

Rise early: rise early to save morning time and spend it wisely. Set your sleeping alarm and avoid sleeping more than 8 hours a day.

Television: Give time to your television viewing; watch TV by using a TV guide, so you will be able to know the timings of your favorite program. This way you will not waste time in watching unnecessary programs or films in which you do not have first interest. Every week make proper arrangements of your full week's works and finish up any assignments. Maintain a dairy and record your daily task in it, and review it weekly.

Practice taking notes: take notes of the activities you perform daily, many activities falls under the category of "regular type". We have made our life automated to

certain task, such as dressing, sleeping, working, going from and to school or work, traveling, buying groceries, watching TV, working on computer, telephoning. We need to determine, how much time we are spending on fulfilling each activity. We need to fix and control our schedules.

Give top preference: place your education on the top hierarchy. Education deserves the foremost place in the life, unless otherwise some special circumstances call your attention. It is a good habit to study and finish your homework on time. Do not keep your work in pending.

Keep reminders: Reminders are a “to do list”. Keep in your pocket or on your desktop place, so that you can make eye contact daily. These reminders flash a message to your mind about what has to be done. We sometime do not able to correlate time with the work, because we forgot that we need to do some work. To put off this habit, try to keep a reminder list always on your desktop, or in your pocket. These little message works very well, it gives you the instructions to do the work on a war-footing basis. Our mind needs stimulation daily; as we need food and water to work physically, and lack of it means you loose your physical energy. It is necessary that we supply enough stimulation to the department of intellectuality. Any effective suggestion cannot yield instant result unless mind grasps it and works on it consistently. Thus, we need to supply food to the mind in the form of suggestions, reminder list, or to do list. This will force our mind to do the things and keeps eye on the things which are necessary and off the things which are unnecessary.

Take stock of learning: take stock of learning, revising, writing, and understanding. When you learn a chapter marks it. The below given schedule is important to track the lesson’s statistics. These statistics will help you to understand ‘when a certain chapter has been taught and when it is finished’. It is a school activity report; you need to put the activity and the date on which it took place whether in school or in home. These figures will reduce your revising burden. This will guide you to know which lessons are to learn well and which can be referred later.

Take a white sheet paper and attach it to the chapter page and prepare a column similar to this.

| Date | Activity | Time spent | Done by |
|----------|-----------------|------------|---------------------|
| 4-4-/- | Chapter reading | 1 hr | Teacher |
| 5-4-/- | Notes writing | 1 hr | Teacher/ student |
| 6-4-/- | Test | | |
| Expected | Revising | | |
| Expected | Revising 2 | | |

On the above schedule, there are four columns one for Date second for the Activity, third for the Time spent and fourth is implemented and done by. Try to prepare for every subject. This statistics will help you in understanding “when you completed a certain chapter and when you wrote a test for it and when you have revised it. This information will prompt you to take another action for revisions and clarifications.

Thus, we have seen, what goes in managing your education. The points which is important to you is, you should be goal oriented, Punctual and regular to studies, Prioritize education, keep reminder list and Prepare a revision chart.

Seriousness in relation to studies

Seriousness is a strong determination to accomplish a certain tasks without losing power on it. We use the word “be serious” for a small work to a big project .We often hear from the peoples, they say, “this is a serious person, and as such he will succeed” and we also hear “this person will fail because he is not serious”

Seriousness is an indication to others which shows that a particular person is faithful, and obedient to his/her work, which he/she is executing. Seriousness is really a way to be successful. Human's basic instinct is to maximize success in every field, and here seriousness will help you a lot. Once you discover and establish a platform for your success, the only thing you need to add is getting serious. Seriousness is the key and foundation for your success. Every work requires a time. Be confident and have faith and power with in you and keep yourself serious and dedicated to the task. Seriousness is both a torture and guidance to your mind. Seriousness decreases deviations from the wrong paths and it helps you in giving a new direction to your most valuable one time life. It really ends all pros and cons in your way.

You will be a successful person if you are serious to your work. Obedience and faith in your work is the streams to develop liking tendency towards your work.

If you not take seriously your education, then the end point of your education will be in problem. You cannot successfully complete your education with out making efforts in a serious and dedicated manner. From school to joining college and after that finding career options are all linked with what education you acquired. That is where the period of choices comes into your life. If you establish a sound educational base from the school days onwards, you will get a new confident and meaning to your life and that's confident and meaning will greatly help you in making a right choices among various options that comes in your way. The point here is, “*value your education more*”. Education is a substantial factor, which is making significant changes in the life of various peoples. Education is what makes people and acquiring better education should be a priority in the life of all of us. In today's world of information and technology education has been a vital part to understand and adopt these technologies in a better way to manage and increase the efficiencies of the work.

Do not just set wishful goals. Just do what you resolve in the life. The things that are vital for your self development should be acknowledge upon all other acts and the things that are secondary or whose affects on your life is least should be in the secondary order. So decide is you are interested in developing and designing a future successful program or future failure programs. Certainly, failure is not considered to be good so replace it with success. Develop your programs with a spirit and power to gain success. Do not take your projects and programs by granted or with no intentions and motivation to accomplish it.

At last if you are able to draw a serious line in your chart of success then definitely no fear can stop you, no negative minded people may deplete you, and no abnormal situations will pull you back. And with every small success, your power of self confidence will grow tremendously and you will get the inner piece and the satisfaction which you have long for, because when your real efforts gets into actions the ultimate benefits you will get is in the form of achievements and success.

Goals

It means the end point of your educational life. Where you want to see yourself. You should determine your goal by evaluating all possible options of career. This will help you to make a right decision. Stick to it. Working on a specific, well-defined goal gives meaningful direction to your life. However, prior to making a decision it is necessary that you evaluate well in advance what is the most desirable option that best suited to you. Don't be in hurry to establish your picture of goals. If meaningful goals are a right direction to stroll then a wrongly made goal will be a wrong direction to you and when you reach a wrong direction, the only thing remains is to come reverse and back to the starting point. You may like to succeed in your career goals, financial goals and other important goals of your life. It is necessary that prior to making a goal, you put some time on investigating into your own personality and the number of goals that are most likely to appeal you. The first part is to collect the goals, after this start sorting out the goals according to your knowledge and seek assistance of your parents and counselors. As a student, you will be most likely to think about career that is fine. So decide which field is suitable to you, from the various fields available today.

Once you get out correctly with your goal, just start making efforts to that particular directions as it is your duty and obligation that you should always concentrate on the goal which you have made for yourself, conditions may be bad or wrong, good or fine. You must carry the same amount of strength, desire, and ability to accomplish the goals. As goals and achievements are concerned with the future, it becomes necessary that you adapt yourself with changing trends, in such a way, which is capable of bringing you closer to your task, and always see positively towards your goals and desires. Because the more you positively see yourself, the more the chances of winning and success come in your way. Efforts, interests, strong will power, incessant working, positive outlook and burning enthusiasm, constitute strong and powerful forces for the success of any person.

Making Good Career Decisions

The term career refers to the “Profession” which you wished to pursue in order to earn your livelihood. As such by making a sensible career choice you benefit a lot. When you make a correct choice regarding the career, you gain good mental relief along with job satisfaction and security. Every field of education goes to a certain industry. Usually the type of degree determines, the career field, which a particular person can pursue. And success in any career is related to not only your related degree, but also your aptitude. That’s it is necessary for you to choose a career, which matches, with your aptitude. Career development becomes the first priority when you finish your school; because it is after school, the factor of choice comes into picture. This choice is related to the career, which you have to decide which is the best for you. Many students set’s their career when they do schooling, but some left it to the time and the wishes of their parents. Choosing a particular career needs a complete evaluation of yourself, it urges for a complete evaluation of your personality traits, your level of intelligence, your aptitude, your previous school performance, and other factors as the case with you.

Lets explore following useful details, understanding these intricacies of career making can help you strike a right choice of your career.

Your Interest

Interest is a psychological condition of your brain to accept and practice those things and works that comes naturally to your brain, and because of which you enjoy doing the things in which you have interest to do it again and again and you feel easy in doing it. You are able to perform better with those things in which you have natural interest.

Every person is gifted with some talents and skills, which are unique and has a potential power. We are unique. Moreover, we are not alike. As you aware that millions of peoples have a unique finger print, similarly we are differ the way we see, we feel and we perform things. We are unique. Every person uses his/her unique talents and skills to find an occupation, and to find solutions to a problem. Because of differences in skills and habits of many peoples, we find peoples with different occupations and professions around us. As no one is alike in many ways and every one has different style and

outlook; and everyone has a different approach to work. Nevertheless, together they all contribute in fulfillment of human wants.

Our wants are the basic of any business or profession. A country prospers only when it possesses economic consumption at a proper level. Because this is the consumption that boost's up all economic activities in a country. There are various people who are engaged in the production of human wants, presently you are at the receiving end. You are consuming services of the teacher's and school.

Your aptitude is the beginning factor and important factor in your career choice. If aptitude of every human is same, then every person wants to do the same thing, and if every one does the same thing, then imagine the chaos and confusion through which we will pass everyday. Thus, we can say God has done a great job by bringing different pattern and different behaviors in human beings. And, these behaviors reflects the way we live, the way we earn money, the way we do the job, the way we approach to the problems of life's, the way we make friendships and the way we make our careers. We have a specialization system of producing goods. Every person has its field, an area in which he/she likes to work and succeeds. There are people with almost every occupation, which has something to do with the fulfillment of human needs. In this scientific society, we cannot live an independent life, we are dependent on others and at the same time our services are crucial for others, thus this is the way everyone earns and everyone contributes to the welfare of the society and world at large.

For example: a student depends on teacher to fulfill his educational needs, and the teacher is dependent on the school for his/her rewards for fulfilling the needs of teaching. Similarly, a sick depend on doctor for his/her recovery, and a doctor depends on a sick to practice his profession. A consumer depends on businessperson for his consumption needs and a businessperson depends on his suppliers, on his bankers, and on his employees to make goods available on time and to meet the demands of the consumer markets. Like this, every one is depend on one another for the fulfillment of needs and wants.

Considering this as a student you must know, how you want to serve the society or the world at large.

What you like to do?

What you want to become?

What is your ambition?

How you are going to serve the society, and the world around you?

Above are some of the basics determinants in making and planning a career. Thus, you need to think on all these details before your life takes gears and starts running. Thinking in advance about future career, helps you to prepare yourself, so that you can face challenges associated with that particular career field. If you not consider these points in advance, you will face problems when it comes on deciding. So give your self enough time, in order to avoid jumping to a wrong decision at an appropriate time. It's good to plan, than to make an instant career decision. Your education, all your

previous records are the sources through which you can come to a good career solution. Career decisions should be taken at the time when you are about to finish your schooling. Also it depends on countries educational systems. Like in India, the career decision is need to be made when a student enrolls for admission into a college, that is generally 11th standard, from there on his career path starts. Career options can be choose from the field of Engineering, Medicine, Commerce, and etc. these basics fields are the backbone of many career that a particular student wants to pursue. Thus, it is essential that you take career decision considering the options, which best suits to you. Remember the more you clearly define what you want to do in life, the more you will feel ease and confident in achieving the ambition of your life. And your life gets the path to stride on, the path to focus, the path to concentrate, the path to prefer, the path to travel and to sum it all together the path to succeed.

Consider for a moment about the goals of your life, that you have in your mind to achieve and fulfill. We have a tremendous brain, which helps in understanding every aspect of life. Make a list of achievements you are going to set for your-self. Make goals with time, goals without time is a waste. Goals must be made with time in hand, time is an important factor, and as such, it must be adjusted with the goals of the life. The time of success for that particular goal will comes once only in life, and for making that success you must frame the time in advance. This helps you in framing a plan with a definite period and you will receive mental signals to complete the work with in a specified period of time. No one achieves important goals in life, unless he comes out with a definite goal and a definite time to achieve the goal. Once these basics of success are decided, we start feeling pretty organized, systematic, and disciplined. And it should be. As getting organized will helps us in putting actions correctly and getting systematic allows us to practice and implement definite principles for success. As success is principles bound, so, you cannot leave the systematic approach to reach your goal. You need to become systematic to put your actions on right directions. At last being disciplined and systematic will give you much control on your life, all of your events of life will be closely controlled, and working with discipline produces magnificent results, the results that are outstanding. Success needs the oil of discipline, so you must try to become more discipline in your approach.

Linking Career with Education

For a successful career, you must decide, what is the most appealing subject for you. The subject that attracts you and the subject which comes naturally to you, the subject in which you feel very comfortable and the most important you enjoy it. Once you get decided, you can then start working on it. And you can make a great professional movement. However, sometimes in spite of knowing their interest, students tend to make a wrong career decision. They choose a subject other than the one, which interest to them. While deciding about a career, necessary efforts have to mine to take a right decision. Try to look that career field, which appeals to you. You might be not interested with the first hand information you get about a course or career. But try to look for the whole information, which is hidden in every field. Most of us often look

only the upper details, and we make decision based on the upper facts of a given situations, we are so much accosted with this way of living that we seldom concentrate on inner details. We need to broaden our approach towards solving problems and mistakes.

Some subject, which are not appealing to you, also has some contents in that which may attract you, so try to look for the full details and then take your decision. To illustrate here take computers, any decision about computer career is not an easy task, today computers pervades every field and in such scenario making a career decision in computers is not an easy task. Truly, computer careers are today in good demand in job market. While making a career in computers, you should pick up a right computer course. A course, which will, benefits you and which will help you in making a computer career. Computer field from the last few years grown tremendously, various professional courses has been designed in computers to handle the complexities of today's competitive business environment. And many business units are using the power of information technology. Computer career ranges from programming to networking, and with in two fields there are various sub fields, in programming, you will be able to do application programming, database programming, and system programming. The point here is to create awareness. Making career decisions need strong focus to exterior as well as inner details. Until not all details are discussed, you should not initiate a decision. Further the decision about careers should also take into account the personal factors of the student, such as his basic interest, his previous school records and other factors, which the family thinks, are crucial in making or unmaking a career of their son.

So, know the aptitude and interest before making a career decision. And for knowing your interest and basic aptitude, you can undergo some aptitude tests, and career counseling. Various psychological aptitudes test available now days, you should consider taking some of those test. As you may not be able to discover yourself fully, these tests make you aware of your qualities, abilities, and interest. These tests will guide you to make a choice of your career that is most nearly suited to your personality type and the career that matches with your interest and ability.

These tests have a unique way of identifying your basic aptitude. It may be in question forms with choices, you choose options which is best related to you, later with the help of scoring, your personality type is identified, and depending on your personality type, you will be presented with the career choices that best suits to that personality type people. These test's can help you to a great extent in deciding out your career, if you for any reason not satisfy with the test, then you must put your career choices in front of the career counselor, who can give you a better in detail personal counseling, telling you the merits and demerits involve, the factors necessary to consider in each career you opted. Thus, these tests and counseling can do a lot provided you start taking one before making any career decision. Career is vital and it must be tested from all directions before it takes start.

Knowing your interest requires some research, observation, and commitment to oneself. Most of the people know what makes them eligible for a certain career decision; this is through their own understanding of what they are up-to.

Aptitude is the major factor, based on which career goals can be established. For example if someone like to make a career in Medicine and desires to help society by becoming a doctor, then that person should posses interest in medical sciences. That person should show enough interest and desire to in medical subjects. In addition, people's who has a mechanical approach to life should think to pursue engineering. Physical sciences and mathematics should be their interest.

Counsel Yourself

You can also help and counsel yourselves by just concentrating on some of the points, which are profiled below:

Observe yourself while sitting in a class: Observation should be in relation to the subject. Know in which class period you are more efficient, in which subject you enjoy participating in class and you give answers and put doubts etc. further what is the subject in which you score more and feel strong in that subject. Knowing your strength is important for making a sensible career choice. Your academic strength will reveal the subjects, which are more suited to you. Give time to those subjects which you enjoy doing again and again. Usually the students ignore the subject that comes easily to them, with the little time they spare they make good marks. But reading those subjects which you enjoy consistently will not only increases your marks but also gives you mental signals to do a research or to write something of your own on that particular subject. Ideas come only, when we do something consistently and regularly.

Scan all your previous school reports: and arrange it all for analyzing those reports, or try to get all your academic record's details from the school in which you have studied. These records will show your performance throughout your school, this performance will reveal the area, the subject in which throughout your school life you perform well and consistently. This will reveal the subject which has did good for you and you did good in it. This type of research brings to light where you failed to do better throughout your school life. You cannot only track your academic performance, but also you can track your reports pertaining to extra-curricular activities.

Your past: Man is apt to enjoy and be comfortable with that thing, when he/she has connections with it in the past. Though our habit's changes with the time, but still we are comfortable with things and habits which has some connections with the past. Do not ignore your past; your past is the ingredient of your upcoming future.

Observe while studying: the time spent on learning a subject, certain subjects are appealing and thus you take less time to complete your work and you feel relax while doing it. Moreover, certain subjects, which seem to be a tough to you, you do it late and you end up giving more time to finish it off. Because of your interest ratio for that particular subject is lower, as you may be well familiar with this fact, that some students tends to do better in one or some subjects and tends to do poor in one or other subject. There are some students who does exceptionally well in all subjects, these students succeed to do this by putting proper efforts with proper planning and timetable. And they seldom skip their work and always they do their work first, but for other students they need to begin with other sets of principles.

It happens usually, if you have an aptitude for say sciences. You will learn it better, you will do well in it. And you score well, because you have an interest in it. And when you are studying that particular subject your concentration degree increases and rises to a higher degree. As a result of which you will comprehend the contents of that chapter well and you feel confident.

Because there is a major relationship among efforts, interest and goal.

The Success Combination:

Interest = efforts = Successful results.

Efforts are linked with interest, the more the interest the easier will be to put efforts and you get good results, and if you lack interest you need to put forceful efforts and the results will come in accordance and in proportion to the amount of efforts invested.

Thus by doing this you gets clues regarding your interest and aptitude.

Knowing your interest is the first step towards making your career goal and gaining maximum from the education. Give yourself some time in order to know your interest. Do not make any hurry, take three months- 6 months, even a year so it will be clear to you.

Seek help of your teacher parents or your guardians: Seek help of your teacher parents or your guardians in developing a career plan. What you want to become is all linked with your interest. Some student's just sets their career goal and start working hard on it irrespective of whether they enjoy it or not. But it will do well if it couples with your interest. So, choose the career that suits to your temperaments and inclination. In today's commercialized education, the students and their parent's are not worried with what they can do or what their children's can do. Many students are forcing themselves to settle with a career in which quick money is possible, without caring for their natural choice. Today choices are revolving on the matters of money and not on the matters of interest. This scenario should be corrected, or it will be too late. Our society needs services of all, the world needs services of all, and maintaining proper balance in the crafts and professions of the people is necessary.

Define your career ambition: There are numerous career options available in today's competitive world. Suppose you have finished your schooling, and thus the time comes to choose a field, an area, or a subject, which you want to study further.

Some common practices found in students

Do not choose a career, just because your friends have chosen that. Some students choose career option in accordance with what their friends choose. Feeling of inferiority induces some student's to choose a tough option, which they cannot succeed, also in order to keep the bonds of school relationship, and to keep pace in matters of education and career, students tend to choose similar career options. Students should understand that in matters of education and career making, the priority is to be interest. Although you may have a good rapport with your friends, you may have spent memorable days together. In addition, you both may scored well in all exams. However, do not choose the career on this ground. Try to keep this option at last. And concentrate on those

options, which comes closer to you. Which matches with your understanding, matches with your interest, matches with your goals and more importantly matches with your own psychology. Choose that option that you will enjoy doing it for lifetime.

Sacrificing company of friends should not be a big problem, because this is the career, which will come and stay with you life long. Making a good career gives you bread and butter. And this education will always guide you. Your friends should not come in your career making way, provided they are making right choice to you. Everyone has it's own route, they will have their own directions and they will have their own world. The warm and feelings which you possess for each other today will with the passage of time will diminish. So, do not be dependent on them. Try to work on your own. But share what can be shared with them, help them, and do what you can do for them.

Information processing: While choosing a career determine the information that falls into that particular career, secure as much information as possible, before you make a decision, analyze all the information and relate it with your own conditions.

Suppose you like Sciences ask yourself what you like most.

Physical sciences, chemical science or biological science, social sciences, or computer sciences. Then depending on the main choice, you should then make a sub-choice among that various sciences. For example, you enjoy social science, and then you must pick up one social science or a combination of social sciences that best suits to your interest, such as sociology, Economics, Political science, or Psychology etc. Thus, you can pick-up a career and look for the information that is mostly relevant to that career. After that, gaining knowledge and acquiring certificate related to that career will do a lot in making a successful career.

Relate the subjects: which corresponds to your career, Just fill in your brain the types of subjects you are going to study. Try to get some books in advance of the particular course you are taking. And practice reading it. So you will know what things you are going to learn, this will prepare you and gives you an idea about the course and the subjects.

Write down in your personal diary, your ambitions and subjects necessary to achieve your ambition. This will be a great asset in future, because as you are in touch with your personal diary regularly and daily, you will receive mental signals regarding your career. This idea works fine, as this flashes the message in your mind when you make an eye contact and this reminds you of your career goal daily. Look it for motivating yourself. Setting a goal is just the beginning, goals are time bound, and your efficiency to work efficiently is very important for you to achieve the important goals. It is necessary that the zeal and enthusiasm must exist as long as you do not come closer to your career goal. As some people do not carry the enthusiasm 'always' and they get lost in other routines, therefore they miss concentrating on their goal. Thus, it is necessary that you keep eye on your goal.

Start working on your ambition. Fulfilling an ambition is easy as well as hard. It depends on how far you are serious with your ambition. The only way to finish off successfully is working repeatedly and consistently, for the pursuit of your ambitious dream. A dream comes true only, when you bring in reality - the things - the factors and

the motivation necessary to achieve the dream. So, work hard to give strength to your dreams. Dreams need support of your efforts and positive mental attitude to survive with the tough spots of life. Most of the people's life gets ends with dreams buried in their heart. Some people are not able to dream big after a certain age as they feel they are incompetent to reach their dreams. Some people have a tendency to develop dreams but they never did the work to make a dream come true. The same thing can be happen with you also, if you just keep your dream and skip the part of efforts. The result will be another ambitious person will die from the face of this earth or retires from the mundane chores without fulfilling the dream of his/her life. So decide which group you want to join tomorrow. A group in which those peoples exists who have nurtured dreams through out their life but never came closer to their dreams, or the people who have shown courage and confidence in bringing their dreams from the land of dream to the land of reality and came out successfully.

We see many peoples loose their dreams and ambitions with the passage of time. They tend to relinquish themselves with the burden of making efforts and sacrificing their comfort zone. And the more they allow such tendencies to grow, the more they get behind of achieving their career goals. However, there may be other reasons also sometimes due to an accident, or due to family problems, or due to health problem they suffer to make constructive steps towards their career. Because such, incidents leaves a deep impact on their emotional well being, which ultimately affects their intellectual powers. Understand such situations and make supreme effort to gain control over critical situations of life. This will make you more positive and powerful in facing new challenges of the life and the world.

Keep your ambition alive everyday

Fulfillment of ambition needs dedication and commitment, beside a clear-cut imagination of your career ambition. You must see clearly in your imagination the goal.

To fulfill your ambition you should work towards those things, which ultimately affects your ambition. And help you to use your intellectual powers to achieve the goal. Nourish your ambition until it does not change into reality. The educational subjects which is essential for fulfilling your ambition needs special care, because the subject is your essential requirement as well as an essential tool for meeting your ambition and career goal.

Put everything about the subject, the notes, the text, and the information, which will affect your career. By doing this you will manage the information very well. Such a work will help you to keep track of all your learning's. These records, which you are storing, can later be used for your own personal sake.

Sometimes it happens that you read a higher class text book, for example: physical science and you get stuck in understanding some of the content of it, in such case you can use your lower level's records to get your basic right. As your lower level textbooks are designed in a simple way, with illustrations and examples to facilitate your learning. Such records will come handy for future reference. Seek help of your parents

about this, so that they can help you in keeping your old and previous records in a better way.

Try to revise the lessons not only when you are about to write exams, but also regularly as to keep the knowledge and information in it's best form in your memory. This is not to emphasize extra learning. Everybody is aware of the time a student gets in today's educational-life, the number of books they carry with themselves, the score's of test they are asked to write and the pressure of assignments, home-works as well as of practical. In such case creating an extra time for revision is a difficult task. But by giving reminder note for revision, you can utilize effectively your time. For example, if today you have learned a new lesson and you have memorized all the answers relating to that chapter. Do you calculate how long these answers will last in your memory? When another chapter begins you get busy in fulfilling the needs for that chapter. The cycle goes and when exam approaches you start re-reading all, and at that time some or many of the answers which you have already memorized and learned will require you to re-learn and re-memorize. Though it differs from student to student, but experience say's that most of the student's re-learn the things, which they learned already. And to avoid this, make a note that you will devote every week for 2 hrs in learning and revising your old lessons. And if you do it properly and regularly, definitely you will see a difference in your progress card. And when final exam approaches you will not feel the tension and stress, and you feel confident to make a good rank.

Buy a register, prepare glossaries, prepare a list of important chapters, prepare, and sort out formulas. Assimilate all similar information from texts.

Name your register " in Making of Career"

Collect apart from text, through other media, such as magazines, and Internet material related to your career, this enhances your knowledge and gives you an extra edge over others.

Keep a message on your desk about the career goal you wish to achieve. Remember that the message must convey you about what you are set and geared up to achieve someday in your life.

Plan up short-term goals and long-term goals. These goals will give you a path to follow. Break your long-term goals into small and short- term goals. Working on small goals will help you in realizing your big goals. Do not try to force your mind with a big goal, but focus on small goal and this small goal should be a part of your long-term goal.

Struggle is a key to successful living.

Do not just rely on wishful thinking.

Some common mistakes done by students in the phase of career development

They do not define career goals clearly. As such, they tend to shift and drift their mind and programs from one career option to another. However, when they realize their mistakes it becomes too late. Focus your attention on smart goals.

They do not work on fulfilling their career requirements. However, they set what they wish or want to achieve, but they do not push consistent efforts, which is very vital

to give life to your ambition. Good action will become successful - provided it is performed repeatedly and consistently.

Make late in deciding about career. They just do not take it hard and serious. They do not wish to carry the responsibility of their career. Career goals must need to be set in advance.

Tend to get impress by others and fails in realizing what they can do and think of doing better. The students must take their own personal view regarding the career options which will benefits them.

Unsteady in matters pertaining with studies.

Students should consider that every career has benefits equal to any other career. It is just a matter of facts and figures. In every field, you will find a top person, who did exceedingly well, weather it may be business management, or medicine, or engineering, or aeronautics, or take any career option. You will definitely discover some one, who had achieved extra-ordinary success in that particular field. The point is it is on you to make big or small in any field.

Counts career on money terms- today it is common practice, parents and students opts for those fields and careers which yield them more money in a short span of time. Today studies and career making is confined to money making practices. We need to curb this element to make a better and healthy society. Money is not all - to our ends. Nor it is the beginning for all worthwhile goals of life. Choose a career, which you feel most suited to you irrespective of the money and earning factor.

The Time/Age factor For Deciding Career Option

The age factor is crucial for deciding about career. The day a child is enroll into the heaven of school, parents start making planning about the career path their child has to choose in future to earn his name and livelihood. Generally, parents are eager in deciding about the career path of their children's. These influences the psychology of the child in both positive as well as in negative way. In some families, this practice has been notice that parents tries their best to make their children to pursue a career, which have been practiced by them. A Doctor wishes to make the career of his child in the field of medicine; in similar fashion, other people too make these decisions.

However, career making is now a more difficult task than it was before, you have to count on all issues to make a successful career. Successful career is a combination of your own understanding of the career options that best match to yourself. Understand that choosing a career option should not be a random affair, it should be based on all important factors, such as your interest, your previous school records, family support and your own will power. All these features are very essential before you make a firm decision about a career.

Consider Following before you make a career choice

Get a fair idea, about the education and the world around you. This is very important for determining career option. Evaluate your previous school records and reports. if you do not have it or lost, ask your school administration to arrange it from their old school records. The idea is that you should be able to evaluate the report of

yours academic performance for at least of 5 years. Past performance in each subject should be evaluated and need to be studied. This will reveal how much you scored, and how consistently you score good or bad in various subjects. This helps you to analyze which subjects you are doing well and in which you are lacking, further it will help you to know your sports achievements and other interest so far. These all things will come as a sourcing light to find a new career.

Describe your own likes and dislikes about the career options, which is appealing to you. Your personal (the person within you) is very crucial. There are many career options leading to different fields in the job market. Taking a psychological test such as aptitude test will make you aware of your personal traits and it can help you choose the good career that matches your special interests.

Choose the career option, which is best, suited to you. Also, try to learn more about the industries. Finding a career in books is a half way. You need to understand in practical also. So learn about the different companies and industries. Try to visit some companies and see their work processing, find the sequence of activities related to a particular task, check how people using their acquired knowledge to fulfill their job needs. These insights will help you gain more about careers and other things.

Seek guidance of career cell. Take the help of professionals in the field of education, just do not skip it as unnecessary practice. Because evaluation of your goal depends on some known and unknown factors, which can best bring to light by a professional career counselor. Evaluate your interest and aptitude and link it with a career that is most suitable for you.

Learn about peoples and relate their designations with their academic and professional qualifications. This will help you to understand how peoples with different professional and academic performance, is placed in different divisions of companies. Try to gather some information about the people's around you. Speak to them about their job. And write up their names, designation, educational background and experience in your note book, this will help you in understanding how people with different educational backgrounds are placed in various companies.

Further, try to visit some offices and factories to get real hand exposure into the things and materials of actual working life. Such research will be helpful in many ways. We will learn things like how they started their career and how they are doing it now. It is good to exercise such activity in the course of deciding about your career.

Remember life needs some definite goals. Give goals to your life, the more clear goals you give, the more you are apt to achieve it. See the reaching of your goal in your mind, before you actually achieve it.

Concentrate on living a meaningful life. A meaningful life is a life, which is defined, planned, and controlled accordingly. The more the meaningful you are, the more you will be able to derive from the greatest treasuries of life. When you start living a meaningful life, you see amazing results happening. You know the best magic, is the magic of living a life with accurate planning and dedication.

A clear and vivid plan (an ambition plan) is what needed to put life on a right and successful track. Apart from this, you also need to set your life's ambitions. In simple, the dreams you want to nourish and achieve in life. Different people have different

dreams, some desire to become a millionaire and respectful person in the world. Some want just more bucks in their pockets and banks. Some want to help poor and devote themselves to community services. It depends on what ambition you nourish. However, for every set of dream the rule of success is same. Plan the dream and work hard.

Put all the labor to succeed. Labor is what all makes the difference between a successful person and a failure person. We can able to surpass the smartest personality with diligence and hard work. People achieve more through hard work and diligence.

When you have taken care in building your career goal, do not go for a change, and never put unnecessary conditions in fulfillment of your goal. Changing career frequently is not a good practice; you will loose your precious time. Stop doing this and concentrate on a single thing. Ambition should always be protected from changes, because people so often swift from one plan to another upon failure, in this process they get victims of inconsistencies and to such people it becomes difficult to achieve a substantial success in his/her life.

Remember every goal is reachable. We will be not able to discover spaces; we will not be able to land on moon. But, because of our ancestors had dream high and they achieved it. Consider about the person's who first dream of reaching the space. These are the person's who reached their goal just because they dream and they develop faith in themselves that they can able to do it. Dreaming is the beginning in all-worthwhile achievements, those who aimed high and work hard had left a resounding impression on the world.

Points To Remember

1. Efforts are linked with interest, the more the interest the easier will be to put efforts.
2. Seek help of your teacher parents or a career cell in developing a career plan
3. Hard-work makes the difference between a successful person and a failure person
4. Learn about peoples and relate their designations with their academic and professional qualifications
5. Evaluate your previous school records and reports to determine your strength and weakness in each field.
6. Describe your likes and dislikes about career options, which is appealing to you.
7. Plan up short-term goals and long-term goals. These goals give you a path to follow.

Your Role in a Family

Family is an integral part in every one's life. Family acts as a catalyst for the development and progression of a person. We cannot deny the importance of a family. Family is a shelter where everyone is safe to nourish, see, feel, and experience his/her precious dreams. Family is an institution in itself; it is the first school of learning in every one's life.

It is necessary that each member of a family shows interest in the affairs of the home, and develops a bond of love. All members' of a family should recognize, understand, and fulfill the needs of each member. Parents are integral but it should not be their entire job to do everything for the sake of a family. Most of the parents fulfill their duty towards their children's. In a family, it is important that, one should understand their parents, brothers, and sisters. One should develop the qualities of caring and loving each other. A family can grow peacefully and can progress financially, socially, and happily, when the entire member's show the love and unity in themselves.

Let us see how a family helps in education. The role of a father, mother, sister, and the brother is essential. Your mother and father are your foremost guardian and protector of you. Their every effort has a common goal. A goal, which benefits the family as a whole. Certainly, they are the best guides for you in your life. And, parents do not think bad of their children's. You should acknowledge their contribution in every step of your life. Think positive about your parent's. Consider their contribution to your life. Acknowledge their love and accept what they are doing for you. With negative feelings about your parents, you are bound to make zero effort to fulfill their ambition for you and you will hide yourself from performing the duties towards your parents. The best and easiest way to stop such feelings from making a ground in your mind is to start showing the care and love towards your parents for whatever they are giving you in any form. You should understand your parent's limitations and you should cooperate with them, parent's shapes your destiny, and you design it. It's the parent who adds fuel to your life and they spent sleepless nights in bringing and nourishing you up. they give you proper love couple with education and recognition in a society. Understand them and make promise with yourself that throughout your life you will be dedicated to serve

them. As right from your date of entry to this mortal world, to your nourishment, to your schooling and to your career making, they are always backing up you with their financial, social, ethical, moral, and emotional help to you, just to help you, and to see you progress, and see you shine in your life. They are the one who can help you realize your goals, your dreams, and all the good things of this world. Thus to conclude family is the wheels of your life.

Your responsibilities towards family

You know the greatest pleasure! The greatest pleasure lies in helping your family. Helping your mother to carry her home task, and helping out your father in making a better home. This results in development of strong and healthy relations of you with family. It helps in minimizing conflicts and small quarrels with in the family. You should not think that your parents are responsible for you; you are also responsible for your parents. And do not think that you are wasting your time by doing and carrying out any duty or responsibility towards your parents. They need you as much you need them. You should develop a caring tendency towards your parents, which is very essential. Further utilize your time in the best of home, and do not do such things, which degrade the status of your family. Be a person who adds value to the existing status of family.

This chapter will take education as the central point and we will study about the role a family plays in making or unmaking a good education of a child.

How Family problem effect education

When parents admit their children's in school or college, parents expect good results. They expect that their children's should study better, score well and go ahead and prosper in life. Education today has taken the commercial form, the better and advance education you pursue, the better you have scopes in regard to earning fame and helping the society and acquiring wealth in this commercialized world.

However, acquiring education merely for money should not be the goal. Education should be used for the welfare of yourself and of the society.

Parents expects to get full return for their investment on their children's education, not because they invested money in your education but they think this is for the success of their children's future. To them the future of their child is important and not the amount invested in education. When their children's gets good results they will be happy and they feel proud of their child, as their children's have shown that they care for them. In addition, if their children's do not provide them with those expected results they are bound to get nervous and upset. What bothers them is not the amount of money but it is the amount of dream, which they invested in your future. If you are not studying well your parent's will worry about your future, and this fear may bring harmful impacts not only on your education but also on your relations with your parents.

Do's

Love your parents as you love yourself. Over the years of your life, you may have developed certain characteristics in yourself, and these characteristics differentiate your living from the way other lives. You may have certain preferences in your living and thus, you may not accept everything that comes daily in your life, your preferences will dominate your decisions and you may apt to choose the one which appeals to your heart and mind, anything against to it may bring frustration to your living. You may have your favorite categories such as cloths, friend, color, and many other things. If your favorite list do not contain your parents then it is a time that you add them to your list, start showing concern and love towards your parents, you must listen to your parents and act accordingly, because they love you always.

Every parent's go through pain and hard work to nourish their children. They take all sorts of trouble's to educate their children's, to teach, to make them do things independently, to give them what they need, to make them feel good and to help them establish their own identity in the society. They take this as their responsibility to make their child a better person in this world. In addition, they love to see they prosper. They consider them as their asset and not a burden.

You should show love towards your parents, and sufficient concern. Start with simple things like listen to them when they say something to you, respect them, share your wishes with them, ask for their guidance, cooperate in their daily work routines, help them in handling petty issues of home, finish your work independently. We see many children's do not listen to their parents; they are just busy with their own little world. Because of this, a gap develops between children and parents.

Understand your family's aspiration and dream's for you. Your family likes you to succeed in life. Your life goals should reflect the dreams of your family. Be prepare to give full efforts to achieve the ambition, which you have set for yourself and for your family. You need to be hardworking and ambitious.

Try out your best formulas in making yourself successful. You learn daily in life, look for events, which are important stimulators for your success-building program. Derive inspiration from people who have achieved success in their life and education, and learn from the people's who are struggling to lead an enjoyable life. Such insight will help you in coming to know what is important in life and what is not important in the life.

Do not get into negative argumentation with the father or mother. Try to understand their problems and make an effort to listen to them. They will have many headaches depending on the financial nature of your family. In today's complex business society, people in all parts of the world are trying and struggling to live a healthy and financially well paid life. As such, the competition is very severe, understand this and co-operate with your father, and just do not make a material relationship with your parents. As you need the love of your father and mother for your emotional well being similarly your father and mother also need your love as much as you need theirs.

Take care of their emotions and sentiments. It means a lot, if you hurt their emotions you hurt in turn yourself. Do not say something wrong to your parents for not

fulfilling your needs. If you feel that you are not being loved well, just go through your past details and start counting their blessing.

Do all your scheduling and schooling properly. Discipline is what essentially needed in everyone's life. If you adhere to your regiment, then all stress and worries related to your education will go away from you. So practice being very regular and prompt to your work.

Finish off your home works regularly. Make it habit to do your homework on first basis, do not prolong or procrastinate the work, and do not be in a deceptive feeling that you have enough time to complete your work. It will not be always. Time does not stop for you, make full use of your productive time, and cut those activities in which you are spending lot of time without deriving something out of it.

If you have problems in learning then let your parents know in advance. Talk to your parents about your problem, which may relate to your education, or health or any other matter. Seek their guidance, with their experience and knowledge they can help you in solving the problems you may have.

Understand your parents. They are your well wishers. Remember to give respect to your parents advises. Try to show co-operation, if for any reason, they are not able to meet your wants,

Be economical in your spending pattern, and work to develop habit of saving and spending on things, which are of prime importance. In this way, you will be able to cut cost on your education and living and this will help the family to manage things according to family budget.

Maintain healthy relations with your sisters and brothers. Take their help from time to time. Learn from their success and failures. Making a rapport with your sisters and brothers is very crucial for you. Although you may be having some friends, but still it is good that you seek the help of your sister or brother. It will not only help your education, but also it will be helpful in building a good relationship with your sisters and brother.

Participate in family matters, feel responsible for, and towards family, if some works comes up, try to participate in it. If your parents are arranging a party in the home, try to help your father and mother in achieving things, show concern, and do not run with your duties.

Understand family problems, and work according to the situation of the home.

Show courage at times of difficulties. When your family meets with difficulties, show courage and confidence in solving the difficulty. Difficulties are with everyone in life and vary in its nature. Some may have big problems some have minor problems. However, as long as you will live, you have to accept problem as a part of your routine life, and you should face difficulties and problems with strong grit and determination.

Try to find solutions and not problems, make this your duty, try to be honest with yourself, and do not create problems in home. Creating problems begets more problems. Try to solve the problems of the home. Divert your energies towards solutions.

Do not accuse your sisters and brothers. Stop accusing, and cooperate with them, show concern towards them, do not blame them in front of your friends and other

members of the society. This is not only bad but also the wrong thing to do. Always love your family and see how things will change dramatically.

When you have a problem, share it with your family. Do not hide it, every one has a problem, and a solution exists for every problem. We all face problems. And we always struggle to come out with solutions. It is good idea to share a problem with your family.

Share your worries with your parent's and seek their advice, look for a good time to say your problem, do not go with the problem when your parent's are in no way to listen to you. Keep eye on the situation before you proceed, but also be clear; say it with courage when you seem it as urgent and necessary.

Develop love with in family. Nurture the family ties, love your parents, brothers, and sisters, show your kindness on them. A family can prosper and develop when there is adequate love among its members. Love is magical; try to sow daily- love magic in your home. The best way to show that you love your family is to help your family member's before they try to seek out your help. Understand their needs. It is likely that when you understand their needs they in turn understand what are your needs. A family should function like a one unit. Do not try to make own individual rooms with in the family.

Do not quarrel; we do not get anything from creating a scenario of quarrel. Nothing you will get. Instead, you will lose your self-energy. There are so many problems in the world that cannot be solved with quarrels and fighting. We need to see "what is the reason for the problem" how potential is the problem" and "how the problem can be solved"

Points to Remember

1. Family is an institution in itself; it is the first school of learning in every one's life.
2. Members' of a family should recognize, understand, and fulfill the needs of each member
3. Understand your family's aspiration and dream's for you
4. look for events which are important stimulators for your success-building program
5. Derive inspiration from people who have achieved success in their life and education,
6. If you feel that you are not being loved well, just go through your past details and start counting their blessing
7. Make it a habit to do your homework on first basis
8. Be economical in your spending pattern, and work to develop habit of saving
9. Participate in family matters, feel responsible for, and towards family

Impacts of Media

Television, Radio, Newspapers, and Internet are today's hottest media for broadcasting commercial and political information as well as educational information across the world. Wherever you are, the same advertisement will catch your eyes several times a day. We pay our time when we watch television, or when we do Internet. When we watch any news or program on TV, the commercial break is the one, which cannot be escaped. When you hit a site on Internet, you must say hello or good-bye to an unsolicited advertisement banner that pops up on your computer screen automatically.

Through these and other media's we are able to gain and utilize information for our daily uses and needs. Information is generated through a certain media.

Media commonly stands for the following

- News-papers
- Television
- Internet
- Radio
- Others (Banners, displays, etc.)

Impacts of media on students

The role of television has touched new heights. Previously it used to be an entertainment media covering, serials, movies and dramas beside general news. Now we have many channels, and each channel is with some definite purpose. Television has developed into an indispensable part of this modern life and has taken a firm ground in every home.

Impact of the Television

Television viewing among public is common. Television viewing among students community is also very alarming, boys and girls alike are all glued to the television sets when they comeback from school to watch their favorite programs, and to spent some time on viewing so that they feel relaxed. Television helps us to break stress and boredom. The major advantage of it lies in knowing what is happening around the

world. Current news and good programs are very helpful in expanding our horizon of knowledge. With the advancement in cable television and satellite's we can able to access many channels from all around the world with just a click of the TV remote. This makes us more informative about the different countries also. Television has become an indispensable part of modern society and as such, we find television sets in almost every home.

We should understand that media has positive as well as negative characteristics. Lot depends on how we make use of today's available media. Everyone has to survive, and for this everybody is engaged in something, which produces value. Similarly, media produces a great value and that is the value of information, which comes in the form of entertainment, news, reviews, interviews, programs, and education.

Media has number of benefits such as

Makes you aware of the things happening all around the world through the news channels and discussion rooms which are very popular now-a-days on television, as we are aware that if any big incident takes place in the world there will be a full coverage carried by lot of reporters and journalists to bring news to their respective channels. Watching such coverage's based on the reality will help you to improve your understanding of the present conditions and help you to gather enough information that you can use in any of your classroom discussions or debates. Your few minutes' to a news channel can make you aware of world news and can help you participate and initiate any discussion in groups based on the current political or business news taken place in the world.

Television helps you watch a sports game right from your home. Sports enjoy good status in all the countries; sport stars enjoy a good status in their countries as well as world around. Also, sports form a large part of your general knowledge, as such try to remember the names of various sportsmen associated with various sports and games.

There are number of educational programs aired every-day, which benefits a lot. Educational programs are often interactive and good in it's content. Just mark the good informative programs in TV guide and note down in your daily dairy when, which educational program is going to be telecast, and accordingly spare the required time to watch that educational programs. By using TV guide, you can make a first-hand choice regarding the programs to be watched and not to be watched. TV guide help you schedule your television viewing which is very important. If you go through TV guide you can save your time as well plan all your other programs accordingly.

Television is a great source of entertainment, schedule properly what movies or programs you should be going to watch and do it accordingly.

Take care of the following

If media features in its wing advantages at the same time, some of its content produces certain negative and harmful factors for every-body. Not only youngsters, but also matured person's seems to struggle with harmful affects of media.

Utilize the power of media, without harming your personal commitments. Here are some tips, which will certainly help you in answering the great power of media.

Television

Balance your viewing, view channels related with music, entertainment as well as education and information. Do not confine yourself with a one set of preference, keep knowledge of each field in a balance way.

Make a list of some useful programs you intended to watch, which should include entertainment as well as news and educational programs.

Always maintain discipline, watch according to time and the programs under your viewing schedule. You should avoid watching more, although in the weekend you can watch more as you will not have your school to attend.

Use TV guide to mark the list of program's that interest you, this way you are planned to watch, and there will be least chances that you end up watching something for which you not decided for. Do not allow the TV set to eat your productive time.

Link your educational interest with media, source out the programs which helps directly your education, like if science appeals you very much, then make a habit to watch program's associated with science and technology.

There is almost every educational program aired now a days ranging from common school education to advance level. Lot of computer programs also aired daily, plus there are fitness and health programs. So make it habit to watch useful programs and gain appropriate knowledge of that particular field.

Discuss with your colleague's the educational program's you are watching. In turn, they can tell you what they have watched. Sharing knowledge helps you gather facts more fast than through any other media.

Understand that reel life is different from real life. Although the reel life draws contents from real life and it is an attempt to project real life circumstances in a dramatic manner. Think rationally, the things, which are shown in pictures, are a combination of more fiction with the addition of a little reality. Take those things, which are good according to your life's values and conditions and avoid those things, which are not good. Also consider that due to lot of editing and manipulation the reality gets behind the curtain. The point here is you should not allow the contents of movies or entertainment to bring an unusual change in you. Avoid being a victim of media.

Consider for other's preferences also, we should allow others also to watch their favorite programs, it happens there are two programs coming on the same time, what you like, may not be liked by the other person, and that person may not like to watch what you may like.

Impacts of Internet

This century has witnessed a great revolution in the form of information technology; we are on the road of information super highway. Communication is now fast, reliable and robust. Computers replaced to a large extent the predominance of paper

media. Computers brought a radical change in communication and information processing. Today's communication is amazing. We all are engaged in making best use of this technology.

Any information nowadays is in our fingertips or just a click of mouse will take us to the treasure of unlimited knowledge. We have a virtual reservoir of every kind of information, which we can access in seconds of time. In addition, Internet is being used by many business organizations, government agencies and there are plenty of home users of Internet. To whatever field a person belongs, computer has come with answer to every one. The major advantage of computers today, is their ability to link themselves through telephone cables to different computers and servers all around the world. Which has narrowed the communication gaps, and also increased the efficiency of data communication from simple text transferring to the use of graphics and videos over the net.

With the network of different computers all around the globe, Internet has emerged. People can now send and receive information through any computer from any part of the world. Every one needs today information and Internet can give them what they need, you can view information from any location of the world, access information about current news, and latest development in every field in seconds of time. We are on the super highway of exchanging information. Business community has found an answer to their global marketing strategy and as of now they can easily able to sell and market their product worldwide with the use of information technology. Lot of business and industrial units has already registered their domains and presented their company information on the Internet, further they made their company information available to the world through the use of this Internet technology. As such, this era is the era of information revolution.

Internet not only helped business, but also it came as a benevolent angel to the student's community, any information related to studies, books, history, or any country can be accessed through this channel in no time. With many educational and learning sites student's can now make themselves more knowledgeable. Students can increase their general awareness

Internet is a great tool

A student of any class can use the power of Internet to gain helpful information. We all surfs the net in order to collect important information, but Internet is like a one key in our hand to open all the gates of the world. People generally do not show patience in information collection and analyzing. They switch pages (Internet html pages) and sites, without care and attention to the facts. Many people just waste their time on chatting and visiting sites that do not produce any productive information to them.

Do's of surfing

Plan your Internet time; it is important that you decide in advance the amount of time you are going to invest in searching the required information. Never sit on Internet without any particular need of information.

Arrange necessary references of the sites which you are interested to visit, this will help you to access information very quickly.

Plan the web sites in advance that you are going to visit, if you are experienced with some sites already and find it useful for your needs, then visit the same site for accessing any current information. And if you are not know what sites you want to visit, but knows the subject, then better search it, or seek answers from those sites where you can put an open question to experts from various fields to get the desired information. Further, make notes of your favorite sites, or add it to the favorite toolbar.

View contents of the site visited patiently, and save the contents if you found it to be useful so that you can refer it later. Save pages to your history folder, so you can have that page available always.

Ask your colleagues, if they come across a good site. Also, let your friends know the sites about which you are familiar and you found it to be good and informative.

If you are looking for a particular information about a subject and such information stands common for every one among your colleagues, then make a company of your friends, and divide among yourselves the contents of the topics. This way you save your precious time as well as surfing cost.

Read newspapers and magazines, with the help of this you will come to know something about the Internet and new sites. However, many newspapers and magazines are available on net, but buying newspaper and reading is still a good choice, and still it has the same amount of fragrance as they used to have before. So, buy your newspaper and favorite magazines and keep aware of news. Today's newspapers are propagating sites from every field. You can find useful sites with the help of newspapers also.

Add yourself to the web, lot of commercial sites provides free home pages. Create your location on the web. Put your hobbies and work on the Internet through the facility of personal home pages, and in this way, you can able to share your personal and professional attributes with others on the web. Try to share your useful ideas through e-mails, discussion groups and online chatting.

Propagate good sites in your friend circle. Allow others to know the sites, which you believe, are good and authentic related to a particular information. Internet has a large and abundant volume of information and it often becomes difficult to extract correct information from the huge amount of sites that can scroll down on your computer screen. When you make an information search relating to particular information, do not be in hurry, allow the page to download on your screen completely, and do not block your processor speed with many pages being open at a single time. After you finish looking for that particular information, do not forget to add that particular site to your favorite toolbar. You can also place to your personal home site the favorite sites so you do not have to go through the little address bar.

From wherever you use the Internet, try to install Internet security software into your system so that you will not face any problems with the hackers. Daily reports all around the world is coming regarding the security of both home and business systems. Hackers (the one who are expert's in accessing other's PC information) they are generally programmers who knows how to break passwords and security systems enabled in computers, some hackers do for fun sake and some hackers do for harming

the businesses of others by gaining their important data and then making wrong use of it. It is hard to trace the hackers. The good thing is to install Internet security software's in your system that will protect your computer information when you are out on browsing. Computer experts are suggesting both home and business computer users to install Internet security software's.

Do not visit those sites, which are unchecked and not authenticated properly because such sites may have harmful content's that could possibly damage your computer's vital information.

Keep track with any new viruses attacks that comes through Internet surfing and e-mails. Try to make some time in a week or as per your convenience to visit some virus information sites, so you will be able to know about any latest viruses' attacks that are coming through e-mails and Internet

While making e-mail accounts, apart from giving your username and password, be selective in deciding the subscription offers that are offered to you. Selecting all will just fill your inbox and you will spend unnecessary time on deleting subscription e-mails or visiting unnecessary sites. Select those subscription offers that are most suitable to you choose according to your area of interest so avoid selecting all options.

Preserve all information about any account you made for yourself so it can be used in an emergency, such as when you forgot your password.

Further, keep track of your Internet accounts. You might create several e-mails for yourself, you might also register at several sites, and when you visit you might forgot the information you entered there. So keep track, as a good rule keep your username as much unique as possible so you can use it everywhere with a single unique password. Because when we make some registrations, our username, which we use in most e-mail, were no more exists in other sites, as some other people might registered with that username. While registering, try to add a unique number to your name in username box, along with your name so that you may be able to use it everywhere.

Maintain your password

Maintain your list of username and password in a computer file or in a private diary.

If you have given different user-name and passwords, make a file for all these user-id's and password. List all user-id and password for access to different sites and save it with a main password. So when you forgot, you could open your password file and retrieve the missing password, never let anybody know this password.

If you wish to maintain different user Id's and password. Give a clue/hint in your user id about the password, which can allow you to recognize the associated password with that user Id. Suppose you have given username as Johnson, and now you wish to give password as check231, just add to user name this.

User name: Johnson-CN

Password Identifiers: are C and N

Where C denotes "check" and N denotes a number

Password: Check231

In this way you will easily recognize the password with the clue, so give those clues about which you are familiar.

Keep your passwords away from prying eyes. Generally, a 10-character password is a safe bet, if you enter it with fluency in front of some other person's you are still safe. Assigning an alphanumeric password is a good thing; in 10 characters password you can assign 6 alphabets and 4 numeric numbers.

Avoid assigning your home telephone numbers as password. This is very common mistake done by many people. It is not safe, try to give those passwords that has no relation with your telephone numbers, or names of your family members.

While opening e-mails in other people's system, check if there are any software running in the background that can break your password.

While entering password in front of others, do not give correct password at the first time, as some people have tendency to concentrate on what you are typing as a password, by entering a wrong password at the first time you will be able to break their concentration.

Avoid writing passwords in your notebooks, or diary, which you usually keep open on your desktop.

Avoid the following while surfing

Do not waste time in surfing unnecessary sites. Internet is a huge channel of information, and it contains all information targeted to every group and thus it is important that you access only those information which is useful to you and avoid viewing those sites which can't bring any useful information to you.

Many teenagers are well familiar with Internet operation nowadays. In school computer studies is now becoming mandatory and this method is allowing the teenagers to grasp this technology very early in their life. Students should devote their Internet time in sourcing educational information, searching only for music, movies and other fun things will just eat up your Internet time without any productive results.

Do not switch explorer window from one site to another, without gaining sufficient information. If the required information to be viewed is huge save the contents in history folder and go through it when you are set offline. You can consider buying or downloading software from Internet that has the ability to save the whole contents of a web site. Such software is a great tool to cut your Internet cost.

Do not prolong your chatting, chatting is a fun, but it should also be informative, limit your chatting, and change your chatting to a more knowledgeable one. As there are number of web sites that provides free chatting facilities to all groups. You should use it cautiously; meeting stranger online is a tricky. To be at safe side, do not be an addictive to chatting, especially with strangers.

Do not provide your e-mail or phone numbers to strangers on net, who came to chat with you. Because you have never met that person personally, so do not take any risks, people get into troubles even with known people, and so count the risk with unknown people also, you cannot know what intentions they might have.

Do not pass Credit card numbers in an instant messaging. As suggested by some sites, due to a great risk of hacking involves. Even some hackers do business by black mailing others by getting into their personal information's which they have in their PC's and e-mails communication.

Do not make unnecessary downloads; if it is a good utility go on, otherwise you will mix up in many downloads, which will not do any miracle for you.

Utilize Internet intelligently; it has great power. Its important that you browse the sites, which brings to you useful and satisfactory information.

URL's (Universal Resource Locator) are expanding. They are commercial sites, which is denoted by (. com) and educational by (. edu) are all-available on net. And many sites are gearing up on web daily.

It's better that you browse contents with care and planning, take up the subject or topic, then start looking for that until you manage to get whole information

Benefits of Newspapers

This is one of the oldest and easy media for gathering information.

Paper reading is a good habit; it cultivates reading interest in you, and helps you in developing a reading habit. A newspaper is not limited just to politics. Today's newspapers are providing to the reader's information on almost all issue which are pertaining to life such as health, medicine, sports, Entertainment, education and lifestyle

Do's of Newspapers

Make a habit to read the newspapers daily for 15 - 20 minutes at least or more as your time allows.

Look for needful information, the information, which you think, is interesting and can be refer in future and can be share with friends or which will help you to improve your skills and talent. Cut that piece of paper, where the required information is available to you, and store it for future retrieval.

Make a file, and keep all your newspapers favorites contents in it. Store with a date and the information it has. Refer these stored contents of newspapers for your personal use and share this with your colleagues in free time or in vacation.

Today there is no scarcity of information and it is available in abundant quantity but there is certainly one thing, which needs attention. The one thing is obtaining qualitative information. Thus if you apply some rules in gaining information you can be able to refine information media's power very well. Trust always on reliable and qualitative information.

There is a difference between qualitative information and quantitative information. We sometime lacks with the scarcity of information which are crucial for our decision making, and some time we have an excess of information which makes the outcome of our decision very complex. Selecting the right source of information from the vast media is the beginning to gain a qualitative information for any purpose.

Magazines

Newspapers are published daily and it brings us every information related to world news. But it has one limitation, that is, it cannot solely concentrate on one particular issue, it has to include every information in its daily, to overcome these bottlenecks many publishing houses started to publish magazines. Magazines are designed to concentrate on one particular issue and are handy.

You can find at the bookstores magazines related to every field, ranging from science to sports to movies and other general stuff. Unlike newspapers magazines can give us full report on one particular issue's, according to your interest read a particular magazine every month and update yourself on that particular field of information.

Improve your general knowledge, unlike before, there are many competition shows are running on television, which are all based on the level of general knowledge. Through improving your general knowledge you can able to do better by participating in competitions and debates.

Points to Remember

1. Current news and good programs are very helpful in expanding our horizon of knowledge
2. Your few minutes' to a news channel can make you aware of world news and can help you participate and initiate any discussion in groups based on the current political or business news taken place in the world.
3. By using TV guide, you can make a first-hand choice regarding the programs to be watched and not to be watched
4. Watch according to time and the programs under your viewing schedule.
5. Link your educational interest with media, source out the programs which helps directly your education
6. Internet not only helped business, but also it came as a benevolent angel to the student's community
7. Plan the web sites in advance that you are going to visit
8. Do not visit those sites, which are unchecked and not authenticated properly
9. Avoid writing passwords in your notebooks, or diary, which you usually keep open on your desktop.
10. Do not prolong your chatting, chatting is a fun, but it should also be informative,
11. There is a difference between qualitative information and quantitative information

Combined Education

Teamwork is always effective. The task that is beyond one man's reach can be achieved by engaging work force of two or more persons. Teamwork produces results more quickly, efficiently and within the specified limit of time. The growing number of business firms in today's business market relies on their employees' internal team work abilities for the success of their businesses. Not only this, teamwork has its own share in almost every issue of life. Teamwork is the foundation for the development and progress of humanity.

As a student you may be wondering "what team work has to do with you" the answer is very simple, when you start doing things together you tend to do it better, provided you work with discipline. For example; you should sit together and discuss about the subjects and tests that interest you. This will help you learn better. Engage with your friends in the discussion about the topics and chapters of a particular test.

Applying the concept of teamwork

Today the condition of students is pathetic. They are loaded with many books; Such as textbooks, notes book, practical books, and diaries. This has become a routine in school life. Students are advised to carry all their books with them while coming to school. Forming a team for study has beneficial effects, it improves the way you learn and can help you secure better results. Although individual study is good option but students should consider studying some of the tough chapters by doing a combined study with the friends such topics and subjects can be made more interactive by inviting friends for a combined study.

Combined study produces beneficial factors such as:

Motivation: Combined study provides you the enthusiasm to participate actively in the study. As when you sit together for studies, to prepare for exams and for school works, your studies will become more interactive and enjoyable. You do not feel drowsy and sleepy. There will be enough zeal, which will help you to achieve your academic results.

Clarification: In combined studies, you can clarify your doubts more easily. The doubts can be cleared well when you and your friend work together on a particular doubt, as with discussion you can sure to get an answer for the doubt. Unlike class, you

do not need to be formal or think twice to raise a doubt when you sit for learning with friends. Sharing similar thoughts and correcting each other is good from learning point of view.

Remembering: Combined studies are a helpful tool in remembering. You can remember the things, which are learned in a combined study in a better way.

Correcting each other: While in discussion, many doubts will come and go, this way you will correct each other in order to arrive at conclusions regarding any questions. This will allow you to remember things and retrieve them faster.

Concentration: Combined studies can result in achieving good concentration. You will not be alone and so you do not get bored with studies early. It has been noticed that most of the student fails to concentrate on their studies when they sit and learn alone.

Team Spirit: Combined studies boosts up your combined working skill, and these skills you can apply into practical work life after finishing education successfully. You will learn how to act in a team. This experience gives you enough exposure to drive maximum out of a team.

Let learn the things that need to be remembered, and to be applied in combined study. Also remember when you gets combine, you combine two great minds, and great minds will do great things in all situations. Working together is a very good habit, provided it is put to a right direction.

Points to be remembered

1. Do not waste your time in activities, which have no relation with studies, fulfill the purpose of work, if you are sitting together for studies, then you must study.
2. Clear the chapters, it is not necessary that you and your friends knows the same things, might be you know something that your friend do not know, so share that thing when ever it comes in your studies.
3. Be organized in your studies, arrange all your notes and text books in advance.
4. Look for a better place for combined study, in your home, or at friend's home. However, take care that your parent's do not face any inconvenience.
5. Do not be forceful, finish off those studies, which you can do by individual study, and sit together when something is hard and can be best achieved with combined study efforts.
6. Do not make unnecessary comments on each other; otherwise, the goal will not succeed in your efforts to learn better. Suppose you are trying to learn and understand a particular chapter and you feel that your friend knows it, then before you take the start, call your friend and ask him to tell about that particular chapter and he/she might help you. You will feel very ease to complete the lessons without any extra strain on your brain.
7. In today's business life the person who possesses effective team works, skills and good interpersonal communications are enjoying recognition as well as good positions in all companies. And for acquiring these skills, remember school and college is the practice grounds for you; these grounds prepare you

for tomorrow by inculcating and developing in yourself the techniques and efficiencies to work in a competitive environment. So, practice well. Learn well, as well as take active part in activities of school. Show your co-operation with the school staff also.

Prepare for your examinations

The aim of examination is to make sure that the students have learned well what had been taught to them. The results of any examinations is closely guarded to the answers which you may write for the appropriate questions. If answers match the requirements of the questions then, results will be favorable and if answers does not match with the required questions then the student loses the marks, and by losing marks student loses the rank.

Examination tests your skills and understanding ability. Examinations are the final criteria of success. There is no other way an educational system has apart from conducting examinations to test a student in order to analyze and evaluate his/her studies and grant ranks and grades based upon their examination performance. Examinations are conducted to make sure that students have learned and remembered what had been taught to them. Without examinations it will be difficult to give rankings and reports to the students. It is through examination that students are sorted into different ranks and grades. Examinations are also a driving force behind learning. Examinations results in motivation. However, if met with bad preparation then you might face frustration in the form of a losing marks and ranks. Examination sets a competitive environment with in the school and class and, this competition among the students becomes the driving force to perform better and to learn more so to secure the first division. Education cannot sustain without examinations. Examinations are a necessary part of every educational system. Exams will be there as long as educational teaching will exists. Examinations are the final test to give you reward for your learning and hard work.

The main principle of this chapter is to make you aware with the techniques and ideas to help you write your examination better.

Consider the following points:

Keep schoolwork up to date. Keep complete record of all your learning material such as class texts; workbooks; records; homework records; test books of all subjects; practical notes; and other material as per your class standard and rules of schools. This organized way of handling your studies records will help you in quick reference.

Second thing is preparing your test reports regularly in order to determine in which questions and subjects you are lacking.

See table.

For example, take English test report for the current academic year

| Date | Class-test | Max Marks | Marks | Remark |
|-------|------------|-----------|-------|---------|
| 22-9 | Chapter 1 | 50 | 38 | Revise? |
| 24-10 | Chapter 2 | 50 | 28* | Revise? |

Prepare a similar chart for each subject.

How this table will help you?

Note it is assumed that your school conducts regular tests for every chapter of each subject. This table gives your performance report in detail, subject wise as well as chapter wise. You can further it by adding necessary remarks such as which questions are not answered well. It is good to set standard for the marks, set the maximum score you want to get in each subject. For example: you want to score 80% in every test and, if you are not able to score then mark that test with asterisk, * (as shown in table) then take up follow-up action and correct the mistakes in the test you made. This is an effective evaluation tool, provided you use it properly. You will get to know exactly where you are failing to score. Most of the school has a report system, where marks scored in each subject are given along with the remarks so in order to enable student to understand where he/she is not doing well. For example: you are not doing well in Mathematics, then there will be a remark in the report that “improve your mathematics skills” this enables you to begin an improvement program. You should take care about the chapters which are hard for you; second thing will be to re-revise those chapters.

Consider another Table 2

| DATE | TFC | QA | QAD | QUA |
|------|-----|----|-----|---------|
| 15-5 | 3 | 10 | 7 | 6, 8, 9 |
| 18-5 | 5 | 10 | 8 | 4, 7 |

| MXM | MS | ST | REMARKS |
|-----|----|----|--------------|
| 50 | 35 | 40 | REV? 6, 8, 9 |
| 50 | 40 | 40 | REV? 4, 7 |

Abbreviations used for

DATE: As date
TFC: Test for the chapter
QA: Questions asked
QAD: Question answered
QUA: Questions unanswered
MXM: Maximum Marks
MS: Marks Scored
SD: Standard

QUA: write in this cell the questions which are not answered well. Then make a quick revision plan. So at times of examinations, you are able to find which answers requires more attention, and which do not require further revision. In this way you will be able to get a list of questions in which your performance has been poor. Remember, the time gets tighter during exams and it'll kill your precious time if you go through all those studies which are already in your long term memory.

Often students overload themselves with working hard when exams come closer because of lack of preparation. Some students who did well all year also hold exam worries on their head as if all answers will crash from their brain memory area. Remember human memory is not like computer memory where virus can attack information. It is depends on us how we treat our memory. The capacity of human brain to store information is unlimited and it retrieves information's in seconds & it works faster than computer. We possess this magical power of brain.

Remember following before writing the examinations

Finish off all your studies before 1 hr of exams and avoid taking textbooks to examination. Channelize your mind towards easy and positive thoughts.

Feel easy - you will not be doing any great things in 1-2 hrs before exams. Concentrate on the things which you have learned and prepared before exam. In addition, do not get worry and scan textbook or note book to look for more answers.

Do not discuss before exams with your friends that what they read, what they learn. Etc. discuss something else, the point is to not pressurize your mind. Do not dictate your mind that you are going to face an examination and, do not allow negative thinking to take front seat in your mind. Do not make silly mistakes - like forgetting your examination accessories etc. This all happens because instead of releasing stress and tension of examination you try to bombard your mind with questions expected to come in the examinations.

Dress up neatly and put your favorite cloth. (if your school allows casual in examination) try to look better and important. Try to dress well, so u feel important in your own eyes.

Take a few minutes meditation before you go. Allow the calmness to release all your stress and make you feel confident. Meditation enhances your concentration ability.

Sitting daily for meditation for few minutes is a good exercise for your brain. Concentration is becoming a rare skill now-a days.

Talk to your parents before you go to write exam and say them that you have prepared well the whole year and you are confident. This way you make sure to your parents that you are prepared and your parents will feel happy and sound. And this assurance will give you positive strength and determination to emerge successful. Just try it.

Do not overload your father or mother with work at times of exams - often students wants to escape themselves from petty household works when there is an exam. You should try to do at least some petty things in which you not needed to spent much of your precious time. Understand your responsibility towards your home and parents and try to show co-operation at times of exams. By helping your parents you will reach to higher degrees of success and recognition. Do not under-estimate the best wishes of your parents their wishes for you carries the top priority in the hall of lord.

Writing Examination

Make sure that you have everything to write your exams. Sit on your seat and feel happy. Also, check that there is no thing left on your table and down the table. Sit confidently and comfortably and allow yourself to get relaxed.

Drink a glass of water, because you may be tired from traveling to school from the home. So listen to your body needs.

Wait for the question paper to come. Generally, students are anxious to get questions papers in their hands, and once they get they tend to curiously scan all the question paper and they put ticks on what they can do. However, sometime some students get frustrated as they might find some questions hard and because of this they feels anxious throughout the exams, and they write with a fear of securing low marks. For some students it gives them the power tool in their hand, because of their preparation they find everything in the question paper as a favorable gift to them.

Take your answer sheet, do scaling, and write your roll number or the identification number.

Upon getting question paper, just put it down on table and do not read the whole question paper at once in order to avoid any frustration which may occur on account of some questions whose answers you may don't know better. It is better that you read the first question and answer them sequentially.

Some question papers are designed in sections and they have choices in it. In this case, read the first section only. Do not look second section. Finish the first section and look for the next section. Be calculative, and do not spend much time on each question in contrast to what actually it should take to answer the question.

Sometimes you might face trouble in finishing a certain question. In such case, try to recall the answer, and if you cannot recall it, it is better to shift your concentration to the next question to save time, and create a blank space for the question you are not able to write, so that later you may resume writing there. Try answering second questions and

so on, later whatever questions are left, try to finish it. You may write the correct answer, or something, which may relate to the answer.

Always write legibly and give importance to your introduction or first part of answers, by this you will be able to create a good impression on examiner.

Finish the examination before 10 minutes of time and start making final evaluation of your question paper. Clear any mistakes in writing. Look for proper section references for the answers you have written after finishing your paper.

Clarify the doubts with your friends after finishing the exam. It will clear any doubt you have; this also provides a good opportunity to discuss your examination experience with your friends.

In home share your examination experience with your brothers, sisters and parents. This will give an assurance that you have written examination well.

Some students have the habit of checking the answers for the questions they wrote, in order to clarify any doubts. Doing this will help you also in making an assumption about the marks and rank you can expect to secure in that particular subject.

Write some mock exams before you write your reality exams – make sure about the type of question paper is presented.

Points to remember

1. Examinations are the final criteria of success.
2. Examination is a driving force behind learning. Examination creates a competitive environment.
3. Keep complete record of all your learning material, so at times of exams you are fully updated and has an easy reference.
4. Always write legibly and give importance to your introduction or first part of answers.
5. Write examination with a cool mind and release stress and tension from the mind.

Rank yourself

Rank is the over-all progress report of your educational strength. Every school has some rules, which they apply for awarding ranks to students in relation to their performance in education, games and other activities as conducted from time to time in the school. Ranks make the difference between the most successful student and the other students.

Ranks if analyzed and thought carefully can give you useful guidelines to make your education more systematic as well as more interesting.

Rank factor highlight the shadow of your real performance! The first question is to ask is “is the rank matters?”. This is the first step in making an attempt to secure a better rank and improving the performance in the class. A student cares for the rank. Rank is the basic ingredient of success. Rank gives you the required motivation and enthusiasm to work hard and gain good marks in the class. This question will help you in understanding exactly your concern and motivation for a rank. Problem comes when your performance in a particular subject is not satisfactory and in order to achieve satisfactory rank you need to improve your studies so that you improve the total performance. Your study habits makes the big difference in rank factor as well as your previous class performance. And, your learning skills too greatly influence your rank in a class. Better results are achieved by taking proper action and by proper study plan.

Rank Factors:

Plan a systematic approach in solving and knowing the problems associated with your studies. Just reading hard with out knowing your weak point is not good. Usually we don't do any observation and research on ourselves which requires an insight. Get insight into your own way of living. Educational problems pertaining to one must be addressed and solutions for these problems should be implemented. Try to correct your poor study habits. If you have any concentration problems - seek the help of an educational counselor or a medical professional.

Find out what are the subjects which are a cause of your low rank. Consider how much you are scoring and test your over all performance in all the subjects. Evaluate your performance in each subject and improve your performance. It's simple math – just put more time on those subjects which are eluding you of a good rank.

Breakdown - take up the subject test your knowledge in that. Look how many chapters your teacher finished and after it give some time for analyzing in which chapter you are lacking, find out those chapters in which you are weak. And work on those chapters, seek help of your teacher or friends to clear any doubts. Further, the chapters in which you are weak - look for study history.

Study history guidelines:

Determine whether you were present in the class during these chapters lecture.
Check whether you are maintaining proper notes of that chapter
Do you find any difficulty in learning that chapter when it was taught in the class?
Is you have properly revised your chapters?

After this analyzing, you will sure to gather some clues and proofs about your bad performances and lack of good rank.

Do not put your work in pending. If in a particular test you do not score good then begin learning again that particular subject. This way you will find it quite easy to manage your educational task more successfully. Although doing this may consumes some of your time but still - it is safe to look back when you did poorly.

Read those tough subjects by your-self or seek help of the student who scored well. Get the attention of your teacher. Ask your teacher to give some time to explain the chapter contents again. Try to go directly to the teacher and clarify any doubts or seek the help of your tuition tutor.

Find memory performance – often examinations are a result of ‘how much subject information is correctly installed in your memory’ if your memory cheats you in exams – ranks inevitably will not show up. Remember how you learned ‘abcdefg.....z’ and other primary education stuff – the answer is by repeating. Repetition brings reputation. And you know things which have reputation are remembered by most of us...in studies – same magic applies. Rehearse, practice, drill and repeat until subjects gets the status of having a reputation in your mind.

Do you think that you are an intelligent and a great student? It is important to rate yourselves higher in spite of your shortcomings. It is necessary to think higher. You should think like a great student. There is no harm in thinking big of yourself. Remember, the way you think of yourself - the same people think of you. Your status and position appraisal should form your own personal judgment. If you treat yourself well people do treat you well. If you rate yourself 100% great and intelligent then people also will forced to rate you alike that. It is good to not allow negative traits to develop in ones personality. Put necessary efforts and dedication to cultivate positive strength in your thoughts and dreams. Because the ultimate cure for all the failure stories lies in turning and tuning your-self to feel, behave and act in a most positive and confident way. This idea will work for you in your studies. A man cannot influence others unless he do not influences himself.

Do not leave hope- because hope always floats in every situation. We make mistakes in understanding the power of hope. We just see hope in a normal situations in

which hope is strong and can really meet the desires. However, we feel uncomfortable to carry hope in situations which are out of control. Hope floats in bad situations also. It takes courage and strong will power to acquire what you desired and hope. The point is, you must add flavor and magic of hope in your studies. If you successfully add hope then automatically confidence and success will follow your efforts to the path of success and honor. Success never comes to you without hope. ***Hope is the beginning of many successful stories.***

To secure a good rank it is important to have a strong determination. Rank is the basis for all the underlying preparation and efforts of the students. Ranks comes to those who qualify all the qualities of a successful student. A student need to be focused and result oriented. Good ranks helps you as well as motivates you - it brings the shine to your life, it adds that extra confidence in yourself that is necessary for you to grow positively. As you have a rank in the class - similarly in this world there is a rank in almost every activity of life. Today competition is prevailed in every field ranging from business, sports, politics to many other areas of civilized world life. Competition is there from the upper level to the bottom level. Competition is complimentary to every business. So start getting ranks from the school itself so that with every rank you get and gain extra confidence and power that keeps on fuelling your mental engine to help you prosper and achieve the best in life.

Points to remember

1. Rank is the basic ingredient of success. Rank gives a student the required motivation and enthusiasm to work hard and gain good marks in the class
2. Plan a systematic approach in solving and knowing the problems associated with your studies
3. Find out what are the subjects which are a cause of your low rank
4. Add flavor and magic of hope in your studies

Improve your work attitude

The attitude of a person is the starting point in every task of life. Our attitude determines the level of interest we possess for a particular task. How we react to a particular situation or a problem all depends on our attitude. What you do in a particular situation is related with what type of attitude you possess. Attitude is the cycle around which all of your personality features revolve. Our own attitude makes us or unmakes us. Attitude is the central point in any situation. Attitude is very crucial to determine to what heights an individual may soar tomorrow.

Experts say, “attitude is everything”. Attitude includes all of your personality features, internal feelings, external conduct and your own perception of the things all around you.

To classify attitude into a set of defined features is like completely draining water from the ocean. Attitude of human beings varies with time, place, and situation and this is why it is not consistent always. The person may one time appear to be very outgoing and courageous and at another time appear to be reserved and introvert. Attitude is situational dependent. Every one has own style and attitude which varies according to taste and preferences for any given situation. Man is in a constant state of flux. That is change. Sometime he may develop positive change and some time negative traits may dominate his feelings. When negative feelings find ground in one’s mind then that change repels the mind mechanism from understanding and reviewing the things in its proper and in-depth perspective.

Your attitude greatly affects your studies. The type of thinking that operates daily in your mind has a lot to do with your studies. What you think is what you are. What you plan is what you will do. Your attitude is just the outcome of what you feel, observe and what you think and how you take into all those things in your own life.

You may meet many people daily. Among them, most people are those who know you well and in return you know them well, such as your friends, relatives and family members. Your attitude is just an outcome or product of your own environment in which you live and the thinking pattern you derive from them. Don’t become like water – a water changes its color according to the ingredient in which it’s dissolved. Your attitude most of the times operates in same way. To develop yourself and your own high pride individuality – you must seek help of positive and good books and associate yourself with good and successful people. This simple practice will help you to take a

detour whenever something may cause danger to your positive attitude. Protecting and harnessing the powers of positive attitude is all a matter of basic self observation.

Allow your attitude to

Accept the good discard the bad.
Accept the challenge discard the surrender
Accept the positive discard the negative
Accept the hard work discard the laziness
Accept the doubt and discard the confusion
Accept the mistakes and discard the egoism
Accept attractiveness and discard unattractiveness

Accept the good and discard the bad:

There are certain things which are good and bad. If you are confident of measuring and differentiating between what is good and what is bad then it will not be difficult for you to make good decision in life. However, sometimes in life you have to face some bad situations which confuses you in making a good decision. And you have trouble in choosing the right way. simply because you are new to that sort of situation and you cannot assume clearly that a taken decision in future is going to yield beneficial results. What is good and bad has a broader range. It starts from simple things such as “be polite to everyone”; “do not cheat anyone”; do not say lies” and on the other hand, there are bad qualities, some of them are “stealing” “telling lies” and “being impolite”. Career decision is an important part of one’s student’s life. The problems such as “ Shall I choose this career or not”. (This decision will be good or bad) “Shall I search for a part time job or shall I continue only my education”. For example; choosing a part time job with studies, may be a good decision because you may be able to earn some money, which you can utilize to support yourself, and it can also be a bad decision, as you cannot concentrate much on studies and your enjoyment time gets cut down. There is no book that will guide you perfectly, the only way you can win the situations of your life is through your own look to your own self, your own understanding of what you did so far, and what actually you are doing, and what you are going to do in future. This is you that has to make an affective decision. Good books will give you the light through which you can eliminate some darkness in your decision, but it can’t give you the correct key. You have to choose the good way by way of your knowledge and common sense. If you are able to choose the good one things will move faster and if you fail in choosing the correct way things will not move faster as expected.

Feel always comfortable and confident of your self. Whatever you are going to do, do it with confidence. Winning attitude comes through confident and confident comes through hard work and preparation. Wherever you go - just carry one thing with yourself that is ‘self-confident’. If you forgot to carry confident all what you took with

yourself will not be enough to produce good results. The only thing that gives you results is the confident. And if you carry confident you're carrying the biggest wealth of the world. Confidence is the "be and all of everything". Confident people are always successful.

Accepting the challenge and discard the surrender:

Life is a set of challenges and challenges powers the competition. Wherever there is a competition, there is a challenge, and where there's a challenge there is a competition. Competition has given birth to challenges. It is a competitive society. Everything is based on the yardstick of competition. Competition lies in every field, in every place, and in every nook and corner of this world. Competition propels us to do better and in turns increases our work focus. As a student, you too have to face competitions. Competition to score well, and to get a good rank in a class. There are several other students with same thought of doing well. And this poses a challenge. As everyone can't stand first in a class - someone is outdone by the challenge of the other. To measure the competition ranks are granted which are based on the performance of each student in the class. To secure first rank in a class you have to face competition from the other students. You have a challenge in front of you. In order to be successful in your mission, the first thing will be to accept the challenge ahead and accept the existing competition. And then, start preparing your self to be more competitive and successful..

Accept the positive discard the negative

Accept the positive feelings and discard the negative feelings – do you know what attracts more? The answer is negativity – negativity is a state of mind which looks the situation from a depressed angle and perceives the things in its negative results. Negative minded people says 'the glass is half empty' and positive people says 'the glass is half full'. Negative people are problem finders and positive people are solution finders. Negative thinking breeds negative actions, negative actions breeds negative results, negative results breeds failures and failures breed more failures. This negative cycle continues as much as you hold the thought and act of being negative. You may be negative about yourself, you may be negative about any good prospects, you may be negative about a good career opportunity, you may be negative about your teachers, you may be negative about your friends, and you may be negative about your studies. Negativity is a single factor but pervades your every task and routes of life. Remove this negativity and try to be successful in your family, education and career. Positive feelings is important. It is not easy to train your mind to behave positively but it is important to train your mind to look the things with a positive direction. Develop confidence and positive feelings about your image and personality. These both together will be a great value to you. The more you will be positive with yourself the more confident you will derive from the mind. Confident is linked with your mental state. If you are positive you are sure to possess high degree of confidence and if you are negative you're doomed to fail.

Accept the hard work and discard the laziness:

Hard work has its own results, think about those famous personalities who made their names registered in the world history by achieving significant success in their life's. They enabled themselves in history section through lot of dedication and hard work. Hard work with a definite goal in your mind will make the fruit of your work sweeter. While laziness eats your time and gives you nothing in return hard work gives you the necessary productive and meaningful results. Don't procrastinate – develop the habit of doing things 'now'.

Accept the doubt and discard the confusion:

It is good to raise doubt and then to clear it with a sufficient answer. Doubts are one of the essential elements of learning. You are not only the one who raises the doubts. Every one has doubts in their daily course of life. Doubts are cleared through learning and exchanging your doubt for clarification. Pay your doubt to a master and he'll compensate you with its solution. Don't keep doubts to yourselves. Don't assume that you've silly doubts. Be frank. If you've doubt – say yes I've and clear it through reading books and discussing with others..

Accept the mistakes and discard the egoism:

We all make mistakes in our life, but we all are different the way we defend and accept our mistakes. Some people even make a big quarrel just to hide their mistakes and to protect their ego. Where there is an ego, it is difficult to accept the mistake. However, mistakes are your stepping-stone of success, so admit them as and when they arise in your life. Mistakes provide you a tool of experience. Through realizing your mistakes you can go further and discover new things in your life. If someone is pointing out your mistake in your work try to listen and accept your mistake.

Accept attractiveness and discard unattractiveness:

Develop the habit of being always well groomed. The way you keep yourself and your surroundings affects your daily actions. Be positive in this matter and work out to keep yourself and the surrounding neat and attractive.

Points to remember

1. Your attitude is just the outcome of what you feel, observe and what you think and how you take into all those things in your own life.
2. Attitude has a lot of potential and it is certainly a dominating factor of your life, it can make you or unmake you.
3. Life is a set of challenges, and challenge powers the competition
4. Winning attitude comes through confident and confident comes through hard work and preparation.
5. Where there is an ego, it is difficult to accept the mistake. However, mistakes are your stepping-stone of success so accept them as and when they arise.

How to achieve success as a student

By – Tauseefuddin Khan

Tkhan226@hotmail.com

© Copyright 2008 Tauseefuddin Khan. All Rights Reserved.

First E-book Edition 2008

Disclaimer:

The author assume no responsibility for errors or omissions in this e-book and you should use information & external internet links contained in this e-book as you see fit, and at your own risk.

Important Notice – Share it.

You have a right to share this E-book freely by any means. Please feel free to write to me for suggestions and improvements tkhan226@hotmail.com