

BEFORE—written by the client:

Where does the time go? Do you ever find yourself asking this question? Busy adults are everywhere. From getting up and preparing yourself and possibly others in your household for the activities of the day, heading out the door to work, continuing on to extracurricular activities, and finally, winding down in the evening and resting up for the next day's routine, we are a society of active adults leading very busy lives. Since you have been considering returning to school, you are probably feeling a little nervous about fitting study time into your already full schedule. You might also be wondering what kind of study skills you need to be successful in college.

Most adults feel that they did not gain adequate study skills while growing up. More specifically, adults feel high school did not equip them with the study skills necessary for college success. Do you feel this way? Did anyone take the time to show you how to create an outline by following a process, or did they just tell you to do it for a grade? What about taking multiple choice tests or responding to essay questions? Were you prepared? Having personal management skills includes more than just managing your time and the time of those around you. Managing the stress that comes along with returning to college includes developing skills that help you interact in verbal and written discussions, successfully prepare for quizzes and exams, find resources that are valid and reliable, and think critically while reading. This module will help you identify your strengths and build on your weaker areas so that your return to college will be a comfortable and smooth transition.

AFTER—edited by me:

Where does the time go? Do you ever find yourself asking this question? We are a society of active adults leading very busy lives. Many of us go from one activity to the next with very little time to relax. If you imagine an average adult's day – getting up and preparing for the day, going to work, taking the kids where they need to go, making dinner, and finally, winding down in the evening to rest up for the next day's routine – you might wonder how anyone could fit college coursework into their schedule. It seems overwhelming, doesn't it? Since you're considering returning to school, you may feel a little nervous about fitting study time into your already full schedule. You might also be wondering whether you've got what it takes to succeed in college.

Most adults believe that their school years didn't adequately equip them with good, solid study skills to ensure college success. Do you feel this way? Did anyone ever take the time to show you how to create an outline by following a process, or did they just tell you to do it and leave you to guess how it should be done? What about preparing for taking exams and writing essays? Did anyone help you understand the best ways to study?

In this module, we're going to talk about personal management, which is the ability to manage yourself and your attitudes, reactions and behaviors regardless of what is going on around you. Personal management skills don't come naturally to most of us – they have to be learned and

practiced. Going back to school – especially if you’re working and caring for a family – is not going to be easy. In fact, it will likely make you feel stressed at times. But you can learn to manage stress in your life by using personal management skills. Having these skills includes more than just managing your time and the time of those around you. It also includes learning to manage your reactions to stressful situations in the most positive and productive way possible.

Managing the stress caused by returning to college may include developing skills that will help you interact in verbal and written discussions, successfully prepare for quizzes and exams, find resources that are valid and reliable, and think critically while reading and responding to questions. As you work through this module, you’ll learn how to identify your strengths and improve upon your weaknesses so your transition to college will be as smooth and comfortable as possible.