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### **Top Ten Do's for Students**

By Aomawa Shields  
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1. **DO** attend ALL classes
  - a. Sit up front, where the professor can see you.
  - b. Ask questions – LOTS.
  - c. Go to office hours – that's what they are there for, and professors will see that you are committed to learning.
2. **DO** study as you go
  - a. After lecture/class, write down the most important concepts from lecture (no more than 7), and summarize them in your own words (**see next page for example**). Identify what concepts you don't understand, and take those to the professor's office hours. I used my time on the bus ride home after class to do this, so it can be done in less than 20 minutes.
  - b. When exam time comes, you will have a set of neatly-written pages summarizing all of the key concepts from lecture up until that point to study from, instead of having to search through chicken scratch notes scribbled furiously during class.
  - c. This works!!!
3. **DO** write down your professional vision
  - a. On one sheet of paper, list your career and personal goals.
  - b. Keep it with you in your book bag. Pull them out when you feel low and need motivation to keep going.
4. **DO** find mentors, support groups, and a community where you feel comfortable expressing your feelings about being in school (good or bad).
  - a. Someone besides your academic advisor
  - b. Can be a more senior student
  - c. I have many – one is a fellow female grad student in my department, one is a female post-doc elsewhere, one is a woman of color who is a professor at another institution - ALL are super encouraging.
  - d. UW Hall Health has mental health support groups – USE THEM!
5. **DO** find ways to relax that work for you
  - a. Meditation
  - b. Monthly (or weekly!) massages. Your insurance may cover!
  - c. Yoga (I have several DVDs that I do at home).

6. **DO** stay organized
  - a. Buy a spiral notebook and two-pocket folder for each class in the same color. Label them on front with course number and meeting times.
  - b. Buy an academic planner. Put important dates on it (school holidays, quarter start/end dates, homework/paper/exam dates). I like the ones with both the entire month on one or two pages, and then a week spread over two pages and divided by days.
  - c. Paste your weekly schedule somewhere in your calendar (UW academic planners have a page for this that you can just fill in) so you can see it regularly. **Put in personal time for exercise, creative pursuits, relaxation and restorative times on it, so they are appointments like anything else.**
  - d. List daily To-do's in your calendar.
7. **DO** exercise
  - a. What time works best for you? Morning? Evening? I like morning, because it wakes me up and refreshes me for work. And I get it over with!
  - b. Use the IMA. You get a locker to keep stuff in!
  - c. Outside yoga/dance and other studios offer student discounts. Check the **Student Survival Kit** that comes out every quarter at the bookstore. Or call said studios/gyms and ask.
8. **DO** acknowledge your accomplishments
  - a. I take myself out for ice cream, or a nice dinner, or watch a favorite movie after meeting a deadline or giving a talk.
  - b. Share these milestones with friends and family so they can support and encourage you.
9. **DO** encourage yourself
  - a. Buy a two-pocket folder to keep a "CONGRATULATIONS ON YOUR GRADUATION!" card in. Read it often! Soon you will be there!
  - b. This same two-pocket folder holds my vision board, my professional vision page, tips I got from orientations I went to (like this presentation I'm giving you right now!), important campus info (campus map, phone numbers, etc.).
  - c. I keep a small book in my purse with favorite inspirational quotes and poems, as well as the email from my advisor telling me I'd passed my qualifying exam. I read these often, to remind myself of how far I've come, and how I'm totally supported by the universe in every way.
10. **DO** your best to relax when you aren't studying
  - a. Create a ritual for yourself to signal moving from school to outside activities.
  - b. Remember – having outside interests and hobbies makes you stronger! If kept in balance, it doesn't have to take away from your schoolwork – it can fuel it!

Lecture:

Keyword(s)	In my own words	What I don't understand