



# Keys to Success: How to Achieve Your Goals

By Carol Carter, Joyce Bishop, Sarah Kravits

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**Keys to Success: How to Achieve Your Goals** By Carol Carter, Joyce Bishop, Sarah Kravits

Learn-by-doing in approach and exceptionally broad-based in perspective, this best-selling guide to success in college, work, and life is based on the premise that if readers know themselves and can think critically about *any* topic or situation, they will succeed in *whatever* they do. Includes straight talk and a variety of activities for thinking, teamwork, career and goal planning, writing, using the Internet, etc. Content focuses on issues that touch the lives of all kinds of diverse students/readers—from urban community college students to returning adults to working students to students of any age, race, gender, family and marital status, economic situation, or other unique identification. Features inspiring and motivating *Personal Triumph* scenarios involving famous and ordinary people from here and abroad. Quick Start to College: A Guide to Knowing What to Do, How to Do It, and Where to Get Help. Welcome to College: Opening Doors. Self-Awareness: Knowing How You Learn and How to Choose a Major. Goal Setting and Time Management: Using Values to Map Your Course. Critical and Creative Thinking: Becoming an Active Learner. Reading and Studying: Focusing on Content. Listening, Memory, and Note Taking: Taking In, Retaining, and Recording Information. Researching and Writing: Gathering and Communicating Ideas. Test Taking: Showing What You Know. Relating to Others: Living in a Diverse World. Wellness and Stress Management: Taking Care of Yourself. Managing Career and Money: Reality Resources. Moving Ahead: Building a Flexible Future. For college students and anyone wanting a primer on how to be successful in school, at work, or in life.

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### Editorial Review

#### From the Publisher

With its active "learn-by-doing" approach, this textbook establishes the skills needed for learning and career and life achievement. Critical thinking techniques improve students' effectiveness in school and the workplace. These skills serve as a continual source of information and inspiration. Positive self-awareness, confidence, and responsibility are fostered by building skills in goal-setting, problem-solving, decision-making, wellness, basic academic skills, study skills, and communication. Students learn to manage their time and their budgets. They will establish strong foundations in ethics and relations with people at home, at school, and at work. The text is both affirming and challenging to students, encouraging them to reach new heights.

#### From the Back Cover

Learn-by-doing in approach and exceptionally broad-based in perspective, this best-selling guide to success in college, work, and life is based on the premise that if readers know themselves and can think critically about any topic or situation, they will succeed in whatever they do. Includes straight talk and a variety of activities for thinking, teamwork, career and goal planning, writing, using the Internet, etc. Content focuses on issues that touch the lives of all kinds of diverse students/readers—from urban community college students to returning adults to working students to students of any age, race, gender, family and marital status, economic situation, or other unique identification. Features inspiring and motivating Personal Triumph scenarios involving famous and ordinary people from here and abroad. Quick Start to College: A Guide to Knowing What to Do, How to Do It, and Where to Get Help. Welcome to College: Opening Doors. Self-Awareness: Knowing How You Learn and How to Choose a Major. Goal Setting and Time Management: Using Values to Map Your Course. Critical and Creative Thinking: Becoming an Active Learner. Reading and Studying: Focusing on Content. Listening, Memory, and Note Taking: Taking In, Retaining, and Recording Information. Researching and Writing: Gathering and Communicating Ideas. Test Taking: Showing What You Know. Relating to Others: Living in a Diverse World. Wellness and Stress Management: Taking Care of Yourself. Managing Career and Money: Reality Resources. Moving Ahead: Building a Flexible Future. For college students and anyone wanting a primer on how to be successful in school, at work, or in life.

#### About the Author

**CAROL CARTER** is Vice President and Director of Student Programs and Faculty Development at Prentice Hall. She has written *Majoring in the Rest of Your Life: Career Secrets for College Students* and *Majoring in High School*. She has also co-authored *The Career Tool Kit*, *Keys to Career Success*, *Keys to Study Skills*, *Keys to Thinking and Learning*, and *Keys to Effective Learning*. She has taught welfare to work classes, team taught in the LaFamilia Scholars Program at Community College of Denver, and has conducted numerous workshops for students and faculty around the country. She is the host of the Keys to Lifelong Learning Telecourse, a twenty-six episode telecourse to help students at a distance prepare for college, career, and life success. In addition to working with students of all ages, Carol thrives on foreign travel and culture; she has been fortunate enough to have been a guest in forty foreign countries.

**JOYCE BISHOP** holds a Ph.D. and license in clinical psychology and has taught for more than twenty years, receiving a number of honors, including Teacher of the Year. For the past four years she has been voted "favorite teacher" by the student body and Honor Society at Golden West College, Huntington Beach,

CA, where she has taught since 1986 and is a tenured professor. She is currently working with a federal grant to establish Learning Communities and Workplace Learning in her district. A keynote speaker at national conferences, she is developing an extensive online faculty development program in the areas of multiple intelligences, cooperative learning, authentic assessment, and curriculum development for hybrid classes. She also co-authored *Key to Effective Learning*, *Keys to Thinking and Learning*, and *Keys to Study Skills*. Joyce is the lead academic of the *Keys to Lifelong Learning Telecourse*, distributed by Dallas Telelearning.

**SARAH LYMAN KRAVITS** is a student of life with a passion for learning. In her drive to help others discover their love for learning—and their essential selves—she has spent the last six years writing, researching, talking to students, and talking to teachers in pursuit of the best possible textbooks on student success. She has co-authored *The Career Tool Kit*, *Keys to Success*, *Keys to Effective Learning*, *Keys to Thinking and Learning*, and *Keys to Study Skills*. She originally hooked into the world of student success as Program Director for LifeSkills, Inc., a nonprofit organization that aims to further the career and personal development of high school students. Even earlier, being a Jefferson Scholar at the University of Virginia helped to bring her love of learning to new levels. She encourages readers to make the most of this time in school—it is an incredible gift.

## Users Review

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Nowadays reading books be than want or need but also get a life style. This reading habit give you lot of advantages. The huge benefits you got of course the knowledge the actual information inside the book which improve your knowledge and information. The information you get based on what kind of e-book you read, if you want drive more knowledge just go with education books but if you want feel happy read one along with theme for entertaining including comic or novel. Typically the *Keys to Success: How to Achieve Your Goals* is kind of book which is giving the reader erratic experience.

#### Michael Walsh:

People live in this new day of lifestyle always try and and must have the extra time or they will get large amount of stress from both everyday life and work. So , once we ask do people have extra time, we will say absolutely of course. People is human not a robot. Then we request again, what kind of activity do you possess when the spare time coming to a person of course your answer will certainly unlimited right. Then do you try this one, reading textbooks. It can be your alternative in spending your spare time, the particular book you have read will be *Keys to Success: How to Achieve Your Goals*.

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Playing with family in the park, coming to see the water world or hanging out with buddies is thing that usually you will have done when you have spare time, subsequently why you don't try issue that really opposite from that. Just one activity that make you not sensation tired but still relaxing, trilling like on roller coaster you have been ride on and with addition associated with. Even you love *Keys to Success: How to Achieve Your Goals*, it is possible to enjoy both. It is very good combination right, you still need to miss it?

What kind of hang-out type is it? Oh can happen its mind hangout men. What? Still don't obtain it, oh come on its known as reading friends.

**Margie Rodriguez:**

Keys to Success: How to Achieve Your Goals can be one of your starter books that are good idea. We recommend that straight away because this e-book has good vocabulary which could increase your knowledge in vocab, easy to understand, bit entertaining but delivering the information. The writer giving his/her effort that will put every word into delight arrangement in writing Keys to Success: How to Achieve Your Goals although doesn't forget the main position, giving the reader the hottest as well as based confirm resource facts that maybe you can be certainly one of it. This great information could drawn you into brand-new stage of crucial thinking.

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