Success Toolkit for Students

7 Tools to help Students achieve Success

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A message from the authors

Due to the pandemic, many students are unhappy. They are not able to attend school/college, be with friends or visit their favourite places.

How can this toolkit help?

In life, we have two choices. We can either focus on what is not in our control and feel sad or we can focus on what is in our control. This toolkit will help you to focus on things in your control and be more happy and confident.

How to use this toolkit?

- Use the first 4 tools to be more happy and confident.
- Next, use the 4D method to set a goal of your choice.
- Finally, use the TIME method to manage your time and reach your goal.

Some Tips:

- Just reading this document like a book will not help.
- Print this document and write your answers using a pen/pencil.
- If you are unable to print it, write your answers on a notebook.
- For some tools, there are links to videos/articles. Click on the links to view.

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Tool #1: Circles of Control

- In life, some things are not in our control while others are in our control.
- When we focus on what is not in our control, we feel sad.
- When we focus on what is in our control, we feel more happy.

Exercise:

- Write 3 points that are not in your control in the outer circle.
- Write 3 points that are in your control in the inner circle.

Tip: Focus on doing things in your control and you will feel more happy.

For more examples, read The 7 Habits of Highly Effective Teens by Sean Covey

Outside of my control

When I can go on vacations again

When my school/college will restart

What I can control

- Develop new hobbies
- Do things I enjoy
- Learn new skills
- Use this toolkit!

When I can be with my friends again

Write 3 things in your control
Focus on doing these

Write 3 things that are not in your control
Focus on doing things that you can control

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Tools to be Happy

Tool #2: Count Your Blessings

- In tool 1, we learnt - whatever we focus on expands!
- When we focus on what is not right in our life, we start feeling sad.
- When we are thankful for the good things in our life, we feel happy.

Exercise: Write down 10 good things you are grateful (thankful) for.

For example:

- Parents who care for you
- The food you get to eat
- Internet

Tips: Read this list before you go to bed. Keep adding to it.

[Watch a video to learn more about gratitude]

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Tools to be Confident

Tool #3: Achievement Log

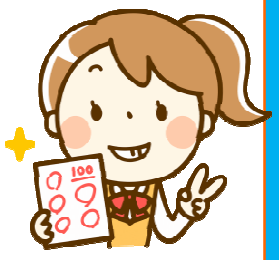
Think of all the things you have achieved. For example:

- Got good marks in an exam
- Got a prize in a competition

Exercise: Write the 10 best things you have achieved below.

Tips:

- Think for a few minutes about your best achievement. You will feel good.
- Keep adding to this list. Read it regularly.



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Tools to be Confident

Tool #4: List of Strengths

- Think about your strengths – things that you are good at doing.
- For example: Cooking, drawing, talking to new people etc.
- Also ask your parents what are your strengths and abilities.

  Parents can read a blog post about strength based parenting here
- **Exercise:**
- Write your top 10 strengths below.
- Read this list regularly. You will feel more confident.

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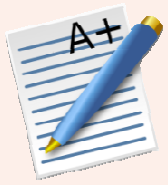
Tools to Set Goals

Tool #5: What do I want in my life

- What do you want in various areas of your life?

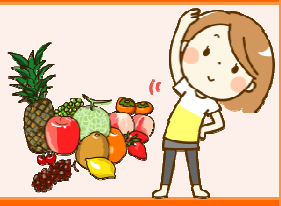
Exercise: Answer the questions below in one or two sentences.

Education - What grades do you want to achieve? Do you want to improve in any subject?



Learning – Do you want to learn any skills? Want to win any prizes using your **strengths**?

Health / Fitness – Do you want to improve your health or fitness? Want to play a sport?



Fun - What do you wish to do for fun? Which places you want to visit?

Relationships - Do you want to improve any relation? With Parents, a friend, a teacher?

Habits – Any bad habit you want to stop? Any good habit you want to start?

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Tools to Set Goals

Tool #6: 4D Method to Set and Achieve Goals © Amey Hegde

-Dream of a goal that is desirable and doable
-Define on paper with "details" and "date"
-Divide into sub-goals
-Do Daily actions

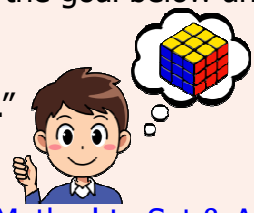
Fill in your answers below to set a 4D Goal

Step 1: **Dream** of a goal that is desirable and doable

- Think of a goal in any one area of your life: Education, Health, Fun etc.
- Next, ask yourself two questions.
- Q1. Is this goal **desirable** - do you feel motivated to achieve it?
- Q2. Is this goal **doable** - do you feel it's possible to achieve it?

If you answer yes to both these questions, write the goal below and go to step 2.

Example: "I want to solve the Rubik's cube fast."



For another example, read Amey's article on 4D Method to Set & Achieve Goals

Exercise: Think of a goal that is desirable and doable and write it below.

Step 2: **Define** on paper with "details" and "date"

Re-write the goal with details and the date of completion.

Example: Instead of just saying, "I want to solve the Rubik's cube fast", write the time in minutes and a completion date for the goal.

details **date**

I will solve the Rubik's cube in 5 minutes by 14th February 2022.

Exercise: Re-write your goal with details and the completion date below:

details **date**

I will _____ by _____

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Tools to Set Goals

Tool #6: 4D Method to Set and Achieve Goals © Amey Hegde

Fill in your answers below

Step 3: **Divide** into sub-goals

Exercise:

A) Make a list of actions needed to achieve your goal.
B) Divide your goal into parts and write sub-goals with dates.

Example:

List of actions (steps you will need to do to achieve your goal):
1) Search for a youtube video that explains how to solve the Rubik's cube.
2) Practise the steps shown in the video for 30 minutes everyday.

Sub-goals with dates (divide your goal into parts):
1) I will find a good youtube video by 7th Jan. 2022.
2) I will solve the Rubik's cube by 31st Jan. 2022.
3) I will solve the Rubik's cube in 10 minutes by 7th Feb. 2022.

A) List of actions (steps I will need to do to achieve my goal):

B) Sub-goals with dates (divide your goal into parts):

Step 4: **Do** Daily actions

Exercise:

- Write down your daily actions.
- Include small actions you can complete in 30 minutes.

Example:

Daily actions:
1) Watch the Rubik's cube video for 10 minutes.
2) Practise the steps shown in the video for 20 minutes.

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Tools to Manage Time

Tool #7: TIME method to Manage Time

-To-do list
-Important things first
-Motivate yourself
-Eliminate distractions

Fill in your answers below to use the TIME method

To-do list

- At the start of each day, write down all the things you want to do.
- After you finish each task, put a tick mark next to it.
- This will help you keep track of incomplete tasks.

Tip: Include the daily actions for your goal in your to-do list.

Example to-do list:

1. Watch TV
2. Play online games with friends
3. Homework
4. Practise the Rubik's cube

Exercise: At which place and at what time will I write my to-do list every day?

Important things first

- Rearrange the items in your to-do list keeping the important tasks first.
- To be done first - Studying, doing homework, daily actions for your goal.
- Can be done later - Playing games, watching TV etc.

Tips:

- Start working on the most important task.
- Keep working on it till it gets completed.
- Include the actions for your goal at the top of your to-do list.

Example to-do list with Important things first:

1. Homework
2. Practise the Rubik's cube
3. Play online games with friends
4. Watch TV

Exercise: Which task from my to-do list is most important to reach my goal?

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Tools to Manage Time

Tool #7: TIME method to Manage Time © Dr. Jyoti and Amey Hegde

Fill in your answers below

Motivate yourself

- We usually avoid doing tasks if we feel they are too difficult, too big or too boring.
- Use the below methods to **Motivate yourself.**

Task is too **Difficult**	-> Ask for help from teachers, friends or parents
Task is too **Big**	-> Break it into small parts and do one part at a time
Task is too **Boring**	-> Try working on it just for 15 minutes and see how it goes

Example: If the Rubik's cube video is **difficult** to follow, ask a friend for help.

Watch a video on how to motivate yourself while doing difficult things

Exercise: When you don't feel like doing an important task, which method you will use to motivate yourself?

Eliminate distractions

We need to **Eliminate distractions** to complete tasks important to us.

Example: What should you do if you are studying and your friend calls you to play? You should say "no" nicely. You can play after you finish studying.

Exercise: What distractions waste your time?
Which of the below methods can help you eliminate these distractions?
Nicely saying "No", keeping your phone away while doing important tasks etc.

Success Checklist

- After you use each tool, put a tick mark against it.
- Use all the 7 tools to move towards success. All the very best!

To stay motivated, read Amey's free ebook Reach for the Sky – Stories that INSPIRE

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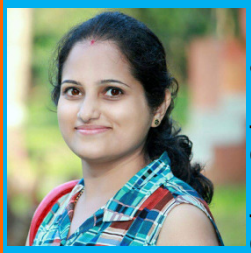
About Dr. Jyoti Hegde



Dr. Jyoti Hegde is a Corporate Behavioral Trainer, a Life Skills Trainer for Students and an Internationally Published Children's Author.

Jyoti has a degree in Ayurvedic Medicine. She has over thirteen years of work experience in the medical field in various hospitals/medical centres in Bangalore & Goa.

Jyoti has been trained by various master trainers to practice and implement international concepts of Positive Psychology, Facilitation Skills, & Neuro Linguistic Programming(NLP) in developing and conducting training programs. She has completed Basic Intensive Training in Choice Theory, Reality Therapy and Lead Management from CRTI, an affiliation of The William Glasser Institute, USA. Jyoti has also completed her Competent Communicator (CC) from Toastmasters International, a world leader in communication and leadership development. Jyoti is a co-creator of **the Life Skills Diamond Model**, a framework for holistic development of children.

Jyoti has conducted sessions on various aspects of behavioral training for employees from organizations like Armentum, Britacel Silicones, Cipla, Omega Hotels etc. She has recently started **CHAMPS**, a year-long programme on Life Skills and Personality Development for kids. Jyoti also conducts motivational trainings for teachers and Personality Development and Public Speaking Workshops for students. Jyoti was recently awarded Goa State top training and development leaders 2019.

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About Amey Hegde

Amey Hegde is a Corporate Behavioral Trainer, Motivational Speaker and an internationally published Author.

Amey's academic qualifications include Post Graduate Studies in Behavioral Sciences Training and graduate studies in Electronics & Telecom Engineering from Goa Engineering College. He has also been trained by eminent faculty from IITs and IIMs.

Amey has been personally coached by various master trainers on the international concepts of Edward de Bono's Six Thinking Hats® and Lateral Thinking™, Facilitation Skills, and Neuro Linguistic Programming (NLP). He is also certified to administer and debrief the internationally acclaimed psychometric assessment Thinking Pattern Profile™.

Amey has over 20 years of work experience and has worked with several MNCs and Fortune 100 clients in Europe and India with a varied cultural exposure while working with teams from USA, Canada, Germany, Japan & China and was last working at Wipro Technologies, Bangalore.

Amey has trained innumerable participants - from workmen to directors of leading organizations like Bosch, Cipla, Colgate, Crompton Greaves, MRF. Nestle, Sanofi, Vedanta etc. on various topics like Motivation, Communication, Team Building, Leadership, Goal Setting, Emotional Intelligence, Conflict Management etc. to enhance their productivity. Amey has also conducted executive coaching and psychometric assessments for employees.

Amey has been a faculty at I Create entrepreneurship workshops organized by GCCI for inmates of Sada jail, sex workers and people affected by HIV. He has also conducted inspirational sessions for staff of Sada jail and for the Indian Army.

Amey was recently awarded at the World HRD Congress for outstanding contribution in Training & Development. His journey as a trainer has been featured in a book "Driven by Passion" containing narratives of 24 first generation entrepreneurs from Goa.

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Training workshops offered for Corporates:

- Motivation
- Positive Attitude
- Leadership Skills
- Communication Skills
- Team Building
- Time Management
- Creativity & Problem Solving
- Emotional Intelligence
- Conflict Management
- Presentation skills
- Train the Trainer

...and many more

Training workshops offered for Students:

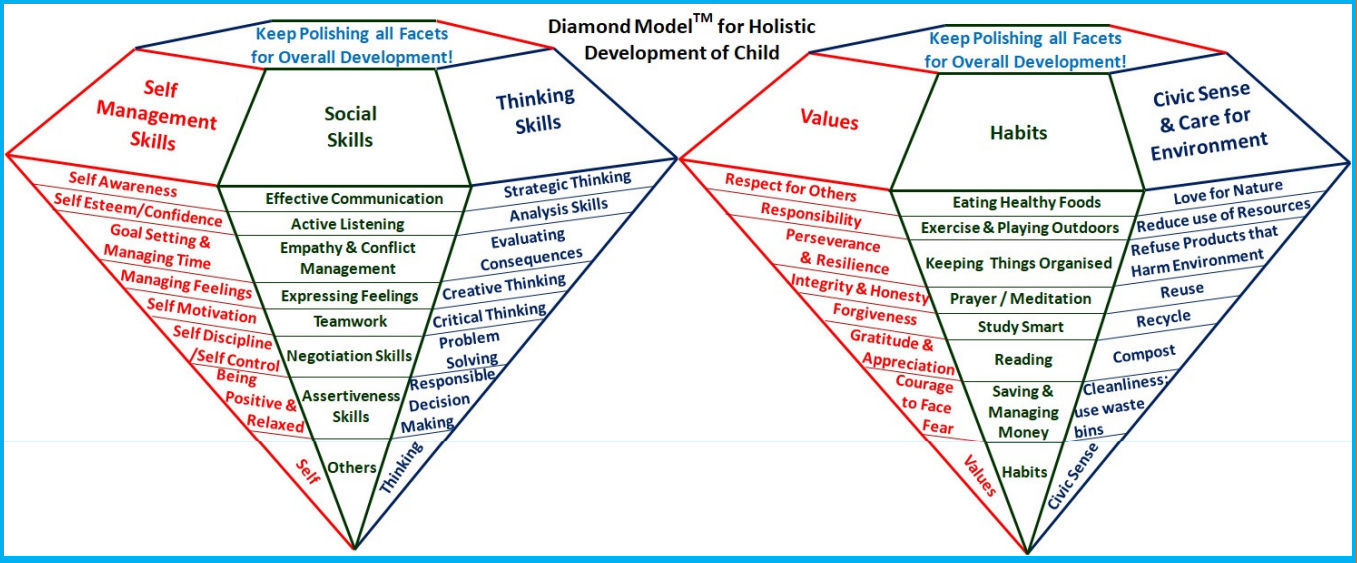
- CHAMPS year long programme on Life Skills & Personality Development
- 5 day workshops in vacations on Life Skills & Personality Development
- Conversation Skills
- ...and many more

CHAMPS (Confidence, Habits, Attitude, Motivation & Personality for Success)

CHAMPS is a year-long programme on Life Skills for kids aged 10-12 years with classes held once a week at Margao, Goa, India. It is designed, conducted and organised by Life Skills Trainer, Dr. Jyoti Hegde and Corporate Trainer, Amey Hegde.

The CHAMPS programme covers topics from the **Life Skills Diamond Model**, a framework for the holistic development of children developed by Dr. Jyoti Hegde and Amey Hegde. It uses inputs from the 10 Core Life Skills identified by the World Health Organisation (WHO), Daniel Goleman's model of Emotional Intelligence (EI) and the competencies identified by CASEL, the leading organization in the US for the teaching of social and emotional skills. It also includes values, good habits, civic sense and care for the environment.

Read an article by Dr. Jyoti on the Life Skills Diamond Model here



Some of the Topics Covered:

Confidence, Motivation, Attitude of Gratitude, Positive Attitude & Perseverance, Managing Anger, How to deal with Conflict and Teasing, Public Speaking, Conversation skills, Thinking Skills, Problem Solving, Saving Money, Taking Responsibility, Being Organised, Time Management, Study Skills, How to Set and Achieve Goals, etc.

Learning Methodologies used:

- Activity based sessions
- Audio visual clippings
- Book reading sessions to develop love for reading
- Values and habits through stories
- Role plays to develop social skills
- Drama and skits to build confidence to speak in front of groups
- Thinking skills through Chess, Puzzles and Brainstorming

Assignments/Projects to Apply the Learning:

- Taking small responsibilities at home
- Practical project on organising their belongings
- Goal setting by each child in their area of interest with one-on-one follow-up

Regular Review of Progress:

Quarterly review meets are held with parents to track each child's progress.

For more details email ameyhegde@gmail.com

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