

Keys to Success

**Brief
Edition**

How to
achieve
your
goals



Carol Carter • Joyce Bishop • Sarah Lyman Kravits

HOW TO ACHIEVE YOUR GOALS

KEYS to SUCCESS

BRIEF EDITION

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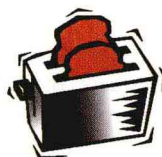
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Our Mission Statement



Our mission is to help students know and believe in themselves, take advantage of resources and opportunities, set and achieve their goals, learn throughout their lives, discover careers that fulfill and support them, build fruitful and satisfying relationships with others, and experience the challenges and rewards that make life meaningful.

PREFACE



Keys to Success Owner's Manual

As your authors, we have talked to students across the country. We've learned that you are concerned about your future, you want your education to serve a purpose, you are adjusting to constant life changes, and you want honest and direct guidance on how to achieve your goals. We designed the features of *Keys to Success* based on what you have told us about your needs.

The Contents of the Package: What's Included

We chose the topics in this book based on what you need to make the most of your educational experience. You need a strong sense of *self*, *learning style*, and *goals* in order to discover and pursue the best course of study. You need good *study skills* to take in and retain what you learn both in and out of class. You need to *manage your time, money, and relationships* so you can handle the changes life hands you. *Keys to Success* can guide you in all of these areas and more.



The distinguishing characteristics and sections of this book are designed to make your life easier by helping you take in and understand the material you read.

Lifelong learning. The ideas and strategies you learn that will help you succeed in school are the same ones that will bring you success in your career and in your personal life. Therefore, this book focuses on success strategies as they apply to *school, work, and life*, not just to the classroom.

Thinking skills. Being able to remember facts and figures won't do you much good at school or beyond unless you can put that information to work through clear and competent thinking. This book has a chapter on *critical and creative thinking* that will help you explore your mind's actions and thinking processes.

Skill-building exercises. Today's graduates need to be effective thinkers, team players, writers, and strategic planners. The exercises at the end of the chapters will encourage you to develop these valuable career skills and to apply thinking processes to any topic or situation.

Diversity of Voice. The world is becoming increasingly diverse in ethnicity, perspective, culture, lifestyle, race, choices, abilities, needs, and more. Every student, instructor, course, and school is unique. One point of view can't possibly apply to everyone. Therefore, many voices will speak to you from these pages. What you read will speak to your needs, offer ideas, and treat you with respect.



User-friendly features. The following features will make your life easier in small but significant ways.

- **Perforations.** Each page of this book is perforated so you can tear out exercises to hand in, take with you somewhere, or keep in your date book as a reference.
- **Exercises.** The exercises are together at the ends of the chapters, so if you want to hand them all in you can do so without also removing any of the text.
- **Internet Research Appendix.** This addition at the end of the book is a terrific resource for information about how to use the Internet for research purposes.
- **Definitions.** Selected words are defined in the margins of the text.
- **Layout and style.** Full-color photos, graphics, and cartoons will illustrate key points as well as spice up your reading.
- **Long-term usefulness.** Yes, most people sell back some of the textbooks they use. If you take a good look at the material in *Keys to Success*, however, you may want to keep this book around. *Keys to Success* is a reference that you can return to over and over again as you work toward your goals in school, work, and life.

Take Action: Read

You are responsible for your education, your growth, your knowledge, and your future. The best we can do is offer some great suggestions, strategies, ideas, and systems that can help. Ultimately, it's up to you to use whatever fits your particular self with all of its particular situations, needs, and wants, and make it your own. You've made a terrific start by choosing to pursue an education—take advantage of all it has to give you.



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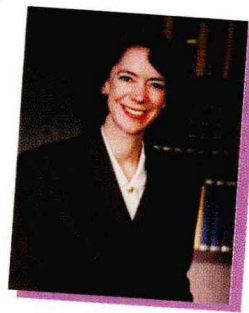
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ABOUT THE AUTHORS

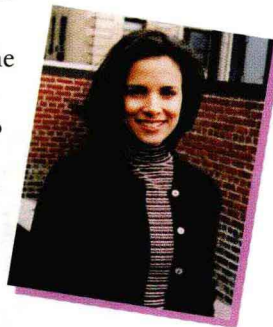
Carol Carter is Vice President and Director of Student Programs and Faculty Development at Prentice Hall. She has written *Majoring in the Rest of Your Life: Career Secrets for College Students* and *Majoring in High School*. She has also co-authored *Graduating Into the Nineties*, *The Career Tool Kit*, *Keys to Career Success*, *Keys to Effective Learning*, and the first edition of *Keys to Success*. In 1992 Carol and other business people co-founded a nonprofit organization called LifeSkills, Inc., to help high school students explore their goals, their career options, and the real world through part-time employment and internships. LifeSkills is now part of the Tucson Unified School District and is featured in seventeen high schools in Tucson, Arizona.



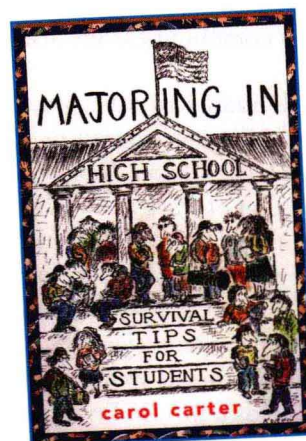
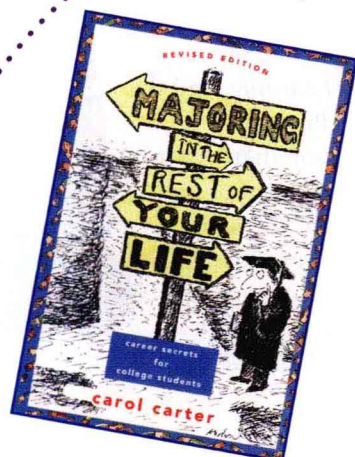
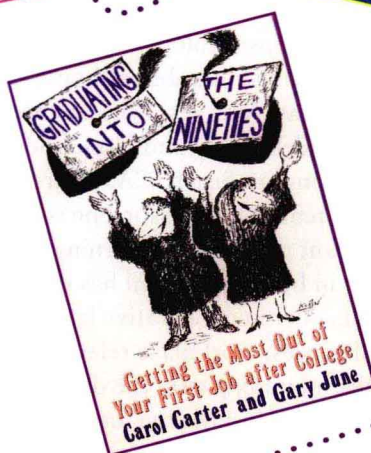
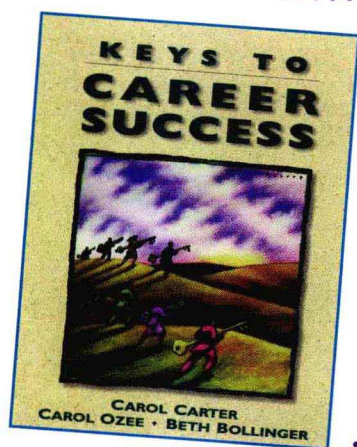
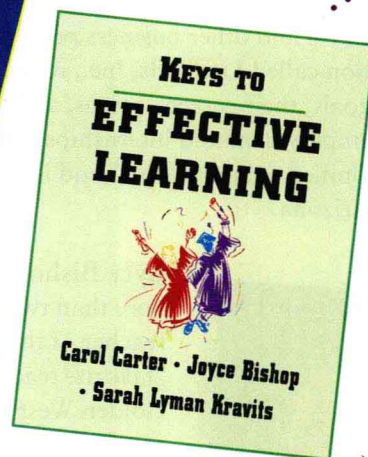
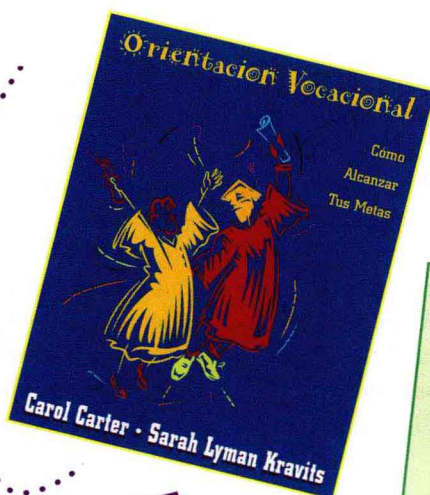
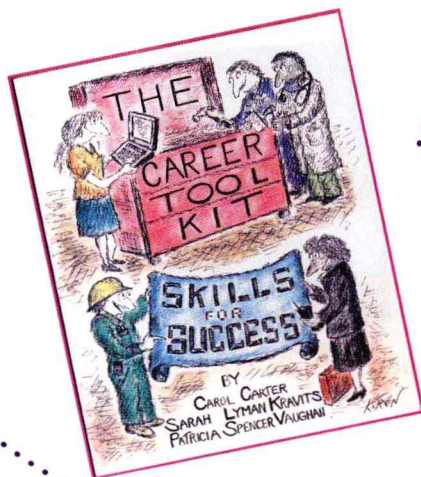
Joyce Bishop holds a Ph.D. in psychology and has taught for more than twenty years, receiving a number of honors, including Teacher of the Year. For the past four years she has been voted “favorite teacher” by the student body and Honor Society at Golden West College, Huntington Beach, CA, where she 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, and has developed workshops and trained faculty in cooperative learning, active learning, multiple intelligences, workplace relevancy, learning styles, authentic assessment, team building, and the development of learning communities. She also co-authored *Keys to Effective Learning*.



Sarah Lyman Kravits comes from a family of educators and has long cultivated an interest in educational development. She co-authored *The Career Tool Kit*, *Keys to Effective Learning*, and the first edition of *Keys to Success* and has served as Program Director for LifeSkills, Inc., a nonprofit organization that aims to further the career and personal development of high school students. In that capacity she helped to formulate both curricular and organizational elements of the program, working closely with instructors as well as members of the business community. Sarah holds a B.A. in English and drama from the University of Virginia, where she was a Jefferson Scholar, and an M.F.A. from Catholic University.



OTHER BOOKS BY CAROL CARTER



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