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## Study Like a CEO

SUCCESSFUL CEOs SHARE COMMON HABITS WITH successful students. They apply specific skills, tools, and methods to realize whatever vision they've set for themselves and their companies. How can students apply the same techniques to their school work as CEOs use to run their companies? Here are five essential steps:

**1. SET GOALS** Setting goals helps establish a desired result. Once a goal is established, decisions and choices become clear. For example, if your goal is to ace a math test, the question: "Should I study for the test or play a pickup game of basketball?" is easily answered.

**2. MANAGE YOUR TIME** Accomplished executives use a calendar to schedule their time. Students should do the same. If an English paper is due on Tuesday, good students don't wait until Monday night to write it. Rather, when the assignment is given, they assess what needs to be done—research, outline, draft—and schedule when they're going to do it.

**3. WRITE IT DOWN** Because memory isn't always reliable, taking notes provides a more accurate record by which to study. Taking notes also helps crystallize understanding of the material.

**4. ASK QUESTIONS** What do Thomas Edison, Isaac Newton, and Alexander Bell have in common? They all asked questions that inspired amazing discoveries and innovations. Strong leaders ask lots of questions, too, requiring their teams to think, explore, and search for solutions. This type of active engagement often leads to clarity, innovation, and creativity—elements which translate into profitable products and services. The more questions asked, the more engaged and enlightened you'll be.

**5. ORGANIZE** CEOs juggle many different jobs: hiring, marketing, product development, managing. So do students. Whether it's an office, a study, a desk, or a backpack, workspaces should be kept clean, clear, and orderly. Get rid of clutter and organize your physical space. It will reduce stress, save time, and keep you focused on the task at hand. —Michelle Sagalyn

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