

Why and How to Pay Attention to Details in this Course

WHY: This course will provide you with a lot of practice mastering the important skill of paying attention to details. Why?

Life is about reading carefully and paying attention to details. **Everything from applying for a job, to paying taxes, to taking medicine, and the list goes on requires that you read carefully and pay attention to details.**

Once you graduate from college, it's unlikely you'll be taking many more multiple-choice tests (even if you go on to graduate school). Instead, your success will be evaluated by your boss, your clients, your co-workers, even your friends and family and will depend heavily on your skill at reading carefully and paying attention to details. Learning to pay attention to details is an important life-success skill to master!

HOW: Before beginning each Unit in the course, either

(1) Copy and paste all the Assignments for that Unit into a Word doc, Google doc, or other text file.

OR

(2) Print out all the Assignments for that Unit onto paper.

Then, focus on one Assignment at a time. Before you begin working on each Assignment, read each and every word of the Assignment. Read carefully and closely.

When you think you have completed the entire Assignment, read back over the information in your Word doc/Google doc or on your printout.

Highlight with bold (on your Word doc/Google doc) or with a marker (on your print out) each and every word of the Assignment IF you have addressed that word in your Assignment and IF your Assignment reflects your having fulfilled that requirement.

Look at your Word doc/Google doc or your printout: Are there any words that are not highlighted? If so, that means that you did not complete that component of the assignment. So complete it.

Highlighting either the Word doc/Google doc or the printout forces you to attend to each and every word. In fact, putting the assignments in a Word doc/Google doc or printing them out allows you to not only better attend to each component but also have a visual record that you have attended – and completed – each and every component, thereby enabling you to fulfill ALL the Assignment's requirements.