Study Skills

How to develop and maintain good study skills

Time Management

- Create a time schedule
- Maintain a weekly appointment book
- Keep a daily to-do list
- Factor in time for yourself: "Me time"
- Remember, life happens so schedule accordingly

- Try to schedule study time for just before or right after a class meets
- For difficult classes try to schedule study time at the part of the day when you are most alert (i.e. mornings for morning people, etc.)
- Don’t study one subject for too long
- Take breaks in between study sessions
Reading Critically

- Skim first read later
- Break down large parts into smaller parts
- Determine the major idea
- Have a purpose for reading
- Estimate how long it will take
- If necessary break your reading time into shorter periods

Feel free to mark up your text
- Take notes either on a separate sheet of paper or on the text
  - If on a separate sheet, be sure to write down page numbers for quick reference
- Try to put thing in your own words
- Don’t be afraid to read with a dictionary by your side

Concentration and Studying

- Study at a time and place that is comfortable for you
- Work with a partner or group
- Review your notes
- Review old tests and quizzes (if avail.)
- Look over handouts and reread the texts
- RELAX!!!!
Do not Cram
Do not consume much caffeine
Do not stress
Avoid distractions
Avoid environments that aren’t conducive to your learning style
Avoid drinking alcoholic beverages or eating large meals

How to Take a Test

Arrive early to your classroom
Wear comfortable clothing
Practice relaxation techniques
Skim your notes
Read the directions CAREFULLY!
Don’t stress

Test Anxiety

Utilize relaxation techniques
Skim your notes before the exam
Don’t stress
Try to answer the questions that you are confident about first
Don’t let your fear rush you or slow you down