

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
