

WAYS TO STUDY SMARTER

- 1. Attend class:** Do not make the mistake of skipping class and attempting to teach yourself. Your professor has identified the most important aspects of the text and identified these items during lecture. In addition, class provides opportunity for clarification, elaboration, and interaction with peers.
- 2. Get to know your instructor:** Be aware of your instructor's expectations for the course by reviewing the syllabus and seeking clarification when unclear. As the student it is your responsibility to become familiar with the professor's testing format, grading system, and expectations. Keep your professor's contact information (i.e. email, telephone #, office #) available in case you need to contact them for clarification or to set up an appointment for further assistance.
- 3. Schedule a regular study time:** Studying at the same time each day will help you get into the habit. Repetition is key.
- 4. Vary your study routine:** Give yourself some variety by alternating subjects and the type of studying you start with each day.
- 5. Select a regular study area:** Studying in the same place creates a mood. Your body will become conditioned to studying in this area.
- 6. Review your notes regularly:** Take good notes and review them regularly. Read aloud when possible.
- 7. Study for short periods and more often:** It will be easier to retain information if you don't overload your brain. Shorter study sessions are more effective than longer ones. Review this information more frequently. Repetition is important to building memory.
- 8. Take regular breaks:** Incorporate regular breaks into study sessions to keep your mind fresh and alert. You want to avoid overloading your mind with information. Taking a break from your studies can help. Try taking time for a quick snack, rest, or TV program.
- 9. Start study sessions on time:** Delaying study time can add up. Starting on time is important.
- 10. Study when most alert:** You will accomplish more when you are most alert. Studying when you are hungry, tired, or distracted is not a wise decision. Schedule study time during your most alert hours.
- 11. Start assignments when given:** Working on assignments as they are given will allow you the opportunity spread the work out. It is important to break larger tasks down into smaller more manageable units. This will keep you from feeling overwhelmed.
- 12. Study most difficult subjects first:** Since you are most alert when you first begin studying it is a good idea to focus your attention on your most difficult subjects. It is also a good idea to tackle the toughest stuff first and get it out of the way.
- 13. Be realistic:** When setting up your study schedule decide how much time to devote to each subject. How much time are you willing to stick with? Following through is very important to be successful.
- 14. Set a specific goal:** You will accomplish more with a goal set. For example: Set a goal of a specified number of pages within an allotted time frame or set out to complete the review questions.
- 15. Reward yourself:** When a goal has been completed give yourself a small reward such as a snack or a break to watch your favorite TV show. Rewards provide small incentives to reach your goals.
- 16. Do not procrastinate:** it is important to have good study skills and time management strategies to remain in control of your academics.