

# How To

# STUDY SMART

**The key to success is not studying a lot. It's studying smart.**

**Students who “study smart” know how to make the most of their study time. They also ask for help when they need it.**



## GET OFF TO A GOOD START

### **Study when you are the most alert**

Some students study best at night. Others prefer studying earlier in the day. Try to plan your day so that you study when you're the most alert.

Set a time to start studying and stick to it. If you have a hard time getting started, begin with something you can finish quickly or a subject you like.

### **Have a good place to study**

Your study area should be quiet, comfortable, well-lit, and have a surface for writing. Equip your study area with the tools you need (e.g., paper, pencils, etc.). Turn off the TV and *silence your phone*.

### **Create a study plan**

Before you begin studying, decide exactly what you want to get done and the order in which you're going to do it. Be specific, and start with the things that are the most important.

### **Break large assignments down**

Large assignments and projects can be overwhelming. Break them down into smaller, more manageable parts, and start on them early.

# SMART STUDY TIPS

**Use these tips to help you stay on track and make the most of your study time.**

- ▶ Have a phone number for at least one person in each class. If you miss a class or have a question, you'll have someone to call.
- ▶ If you listen to music while you're doing homework, try listening to classical music.
- ▶ Sometimes it's helpful to study with other students. Only study with students who are serious about their schoolwork, and keep study sessions focused and on track.
- ▶ The key to learning anything is REVIEW. When you review, you move information from your short-term memory into your long-term memory. *Review often!*
- ▶ Put important information on flashcards. Creating these will help you learn the material—and you'll have great study tools for later.
- ▶ Alternate types of work. For example:  
1) read short story, 2) do math, 3) read history.
- ▶ Study in a new place. Go to a public library or coffee shop, or find a quiet outdoor space.
- ▶ MS Word is the standard in word processing. Familiarity with Word's shortcuts and features will save you countless hours.
- ▶ After studying for 30 minutes, take a short break. Get a snack or get up and stretch. Resist the temptation to text a friend, go online, or check your messages. Save those things for later.
- ▶ If there's something you don't understand, ask for clarification. If you're struggling in a class, don't wait. Get help.