

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.
- ▶ Complete written assignments early. This gives you time to improve your work.
- ▶ If you listen to music while you're doing homework, try listening to classical music.
- ▶ MS Word is the standard in word processing. Familiarity with Word's shortcuts and features will save you countless hours.
- ▶ Sometimes it's helpful to study with other students. But only study with students who are serious about their schoolwork, and keep study sessions focused and on track.
- ▶ If there's something you don't understand, ask for clarification. If you're struggling in a class, don't wait. Get help.
- ▶ 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!*



Vary Your Studying

Using study strategies that engage multiple senses (visual, auditory, and tactile) can make your study time more effective and less tedious.

- ▶ Put important information on flashcards or create a PowerPoint with colors and pictures. Creating these will not only help you learn and remember the material—you'll have great study tools for later.
- ▶ Alternate types of work. For example: 1) read biology, 2) do math, 3) read history.
- ▶ When thinking about a paper you need to write, or trying to figure out how various ideas connect to each other, try mapping the concepts. Make a flow chart or diagram and use arrows and lines to connect the different ideas.
- ▶ Record yourself reading material out loud and listen to these recordings while taking a walk or doing chores.
- ▶ Study in a new place. Go to a public library or coffee shop, or find a quiet outdoor space.

"Success is the sum of small efforts, repeated day in and day out." Robert Collier



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Studying Smart

Tips and strategies to help you get the most out of your study time





Know When, Where, and How to Study

Organize Your Study Time

Studying Smart

- ▶ Does your homework seem to take longer than it should?
- ▶ Do you have a hard time staying focused when you study?
- ▶ Do large assignments sometimes seem overwhelming?
- ▶ Are your grades lower than they should be?

If you answered “Yes” to any of the above, now is the time to work on improving your study habits.

The key to success is not studying a lot—it’s studying smart.

Students who “study smart” often spend less time studying, and yet they get better grades. They know how to make the most of their study time, and they get help when they need it.

“We are what we repeatedly do. Excellence then, is not an act, but a habit.” Aristotle

The time, the place, and your focus play a big part in how productive your study time is.

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, pens, calculator, stapler, highlighters).

Eliminate distractions

Turn off the TV and *silence your phone*. By eliminating all distractions, you force yourself to do one thing only—study.



Be smart about when you study

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.

While it’s best to have a regular time to study, many students have activities, jobs, or other responsibilities they must work around. At the end of each school day, think about the time you have available, the amount of work you have to do, and make a plan.

Get started

Don’t procrastinate or wait until you’re “in the mood.” 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.



Organizing your work will help you make the most efficient use of your time.

Create a study plan

- ▶ Before you begin studying, decide exactly what you want to get done and the order in which you are going to do it. Be specific. For example: 1) do lab report, 2) read history pages 51-70, 3) revise English paper.
- ▶ If you have a lot to do, prioritize your work. Start with the things that are the most important.
- ▶ If you have something to memorize, work on it first, and then go over it again at the end of your study session.

Break large assignments down

Use a planner to break large assignments down into smaller, more manageable parts. For example:

Mon – Create outline	Wed – Revise and rewrite
Tues – Write first draft	Thurs – Write final report

Take breaks

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.