

10 STUDY SKILLS

1. **BEGIN THE FIRST DAY OF CLASS.** Know what's expected of you. Take notes from the first day even if it's routine stuff you think you already know.
2. **ESTABLISH A ROUTINE TIME TO STUDY FOR EACH CLASS.** For every hour you spend in class, you will probably need to study two hours outside class. Studying for each subject should be at the same time, same place, if possible. Study includes more than just doing your homework. You will need to go over your notes from by class, labeling, editing, and making sure you understand them. Study your syllabus daily to see where you are going and where you have been. Be sure to do reading assignments. Read ahead whenever possible. Prepare for each class as if there will be a pop quiz.
3. **ESTABLISH A PLACE TO STUDY.** Your place should have a desk, comfortable chair, good lighting, and all the supplies you need. Your study place should be as free of distractions as possible.
4. **DO AS MUCH OF YOUR STUDYING IN THE DAYTIME AS YOU CAN.** The problem of when to study is critical. A good rule of thumb is that studying should be carried out only when you are rested, alert, and have planned for it. Last minute studying just before a class is usually a waste of time.
5. **SCHEDULE BREAKS.** Take a ten minute break after every hour of study. If possible, avoid long blocks of time for studying. Spread out several short study sessions during the day.
6. **MAKE USE OF STUDY RESOURCES ON CAMPUS.** Find out about and use labs, tutors, videos, computer programs, and alternate texts. Sign up for an orientation session in the campus library and computer facilities. Get to know your professors and advisors. *Ask questions.* "I didn't know," or "I didn't understand" is never an excuse.
7. **FIND AT LEAST ONE OR TWO STUDENTS IN EACH CLASS WITH WHOM TO STUDY.** Studies show that students who study with someone routinely make better grades. You will probably find yourself more motivated if you know someone else cares about what you are doing in the class. Teaching a concept or new idea to someone else is a sure way for you to understand it.
8. **STUDY THE HARDEST SUBJECT FIRST.** Work on your hardest subjects at a time when you are fresh. Putting them off until you're tired compounds the problem.
9. **BE GOOD TO YOURSELF.** Studying on four hours of sleep and an empty stomach or junk-food diet is a waste of time. Avoid food and drink containing caffeine just before or just after studying.
10. **TAKE AND REVIEW NOTES.** Write down the important points. Because time in class is limited, write down the important points. As soon as possible after class, you can add more, number, underline and make them more complete. If your study period is before the lecture class, be sure you have read all the assignments and made notes on what you don't understand. If the study period is after the lecture class, review the notes you took during class while the information is still fresh.