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## Some Study Skills Hints

How to sharpen your study skills for academic success

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


## Show up for class

- ❑ Not just most of the time, but everyday.
- ❑ When you do not show up for class, you miss material and send the message to the instructor that you do not care.

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## Have your work done on time

- ❑ Your grade will suffer if you do not turn your work in on time.
- ❑ If for some reason you are unable to turn an assignment in, contact your professor.

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## Set up a daily schedule and stick to it

- ❑ This is the key to academic success!
- ❑ If you manage your time wisely, you will avoid added stress and frustration
- ❑ Do as much of your studying in the daytime as you can. What takes an hour to do during the day may take an hour and a half at night. (that which seems genius at night often seems the work of a fool in the morning)

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## A Place to Study

- ❑ Establish a comfortable place to study
- ❑ Desk, comfortable chair, good lighting, and supplies
- ❑ Free of distractions
- ❑ Where you routinely do other things ("your place")

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## Study Breaks

- ❑ Take a 10-minute break every hour you study
- ❑ Avoid long blocks of time for studying (sometimes you need long blocks for projects)
- ❑ Use several short study sessions per day

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## Be Good to your Body

- ❑ Studying on four hours of sleep is never good
- ❑ Studying on an empty stomach or a junk-food diet is a waste of time
- ❑ Avoid food or drink containing caffeine just before studying.



## Assess and improve your study habits

- ❑ Learn how to take notes, read a text, and study for tests



## Study with a group

- ❑ This can help you learn and gain different perspectives on a subject
- ❑ This technique is not for everyone



## See your instructors outside of class

- ❑ Professors have office hours because they expect you to visit
- ❑ Professors are a great resource and can be of enormous help in class




## Do not be afraid to get help

- ❑ If you are having trouble in a class, find a tutor
- ❑ The university has a tutoring center in a variety of subjects
- ❑ Everyone needs help every once in awhile



## Do not procrastinate!

- ❑ Procrastination will cause undue stress and your grade will suffer
- ❑ Plan ahead
- ❑ Staying up all night does nothing but hurt you




## Take clear and accurate notes in class

- This will help you while studying for exams
- If you do not take notes, you will not remember what the professor felt was important
- Try recopying notes within 24 hours of class. It may seem tedious but it helps you learn the information and identify if there were concepts you did not understand.




## Notes

- Record notes in paragraph form (capture general ideas), skipping lines to show the end of ideas or thoughts.
- Use abbreviations to save time
- Use the margin to record key words or phrases



## Reading the Text

- Read it!!!
- Read an entire chapter all at once without regard to giving it serious thought. Get the general ideas (the big picture) in your head. Then go back and closely study the sections or parts one at a time.



## Understand why you are in college

- Identify your goals and try to stay on track
- Remember you are in college to learn