

## BASIC STUDY SKILLS

1. Break up your study time into smaller pieces. Know the purpose of each assignment, what to do and how to do it before leaving the class.
2. Keep a clear record of your assignments. Predict how much time will be needed for each assignment. Time your assignment. You'll work harder, concentrate better, and won't get bored.
3. Time how long it takes you to read five pages. This will help you estimate how long it will take you to do the assignment. You may have to read some sections more than once; reflect on the reading. Allow time for this.
4. Pay attention to charts and diagrams. They can be short cuts to understanding.
5. When reading assignment is made, realize that you might have a discussion about it or a quiz. Take time to review.
6. When you study, spend 10 minutes in review of previous assignments. These are "refresher shots" – a secret to long-term memory. Frequent review results in less time needed studying for major tests. It's a good habit!
7. Study during the day. At night you are less efficient.
8. After studying 40 minutes, take a 5-minute break. This is a mind-refresher that helps you concentrate better and finish faster.
9. Set a stopping time. This helps you keep going and concentrate.
10. Don't cram for hours the night before a test. Distribute study over ½ hour segments over a period of days.
11. Learning is cumulative. Incorporate new ideas into previous learning from lectures, readings, lab experiments, etc. Continuously make connections and associations in your mind. Putting it together daily makes it easier. Improved learning is the natural results.
12. Set realistic expectations when deciding on college courses. Select courses based on how/when they are taught, making sure enough time is built into course planning for completing assignments.