



# Study Skills: Study Smarter Not Harder

## Memory

- ☐ Repeat to remember. Study and practice using the information regularly.
- ☐ Talk out loud about what you're learning. Explain to a friend, your goldfish, or yourself.
- ☐ Review notes and readings within 24 hours of learning the information.
- ☐ Use mnemonic devices such as acronyms and acrostics.
- ☐ Make up songs that will help you remember important information.
- ☐ Associate new information with information that is already familiar to you.
- ☐ Create colorful visuals that correlate with new information you learn.
- ☐ Use flash cards to memorize vocabulary terms.

## Note Taking

- ☐ Focus in class. Avoid all distractions (put your cell phone away!!).
- ☐ Use neat handwriting.
- ☐ Leave space in between main points to fill in later.
- ☐ Review your notes within 24 hours and add key words, visuals, and other tools that will help you summarize, understand and recall information.
- ☐ Identify topics you have difficulty understanding with a "?" or another symbol – review these topics with your tutor or during professor's office hours.
- ☐ If you fall behind when taking notes, leave blank space and get the notes from a classmate or the instructor after class.
- ☐ Use a binder and loose-leaf paper (writing by hand improves memory).
- ☐ Differentiate between essential and non-essential information in lectures.

## Planning

- ☐ Identify at least three concepts, strategies, or tasks that you can learn from each course you take and determine why the information is important.
- ☐ Set challenging, but realistic goals for each course every semester.
- ☐ Introduce yourself to your instructors.
- ☐ Introduce yourself to at least one person in every class and exchange contact information with that person.
- ☐ Identify study partners that you can count on if you need help or want to schedule consistent reviews.
- ☐ Locate a distraction-free study environment.
- ☐ Identify your strengths and weaknesses as a student.
- ☐ Keep track of your grades and semester and cumulative GPAs.

## Reading

- ☐ Preview the chapter before you read it. Pay special attention to the bolded words, definitions, and any pictures or diagrams in the chapter.
- ☐ Read the chapter introduction and any learning outcomes, if available.
- ☐ Break large reading assignments into smaller chunks.
- ☐ Ask questions about the material before you read the chapter, and then work to answer those questions as you read.
- ☐ Underline or highlight 10% or less of the reading assignment.
- ☐ Review what you have read within 24 hours.
- ☐ If you find words you are unsure of, use a dictionary or online resources.
- ☐ Read summaries at the end of each section or chapter, if available.
- ☐ Complete practice quizzes at the end of each chapter, if available.

## Test Taking

### Test Prep

- ☐ Review material daily, weekly, and monthly
- ☐ Predict test questions
- ☐ Ask the instructor what to expect on the exam
- ☐ Form study groups
- ☐ Study in advance. Avoid taking in any new material the night before the exam.
- ☐ Test yourself before the exam to be sure that you know the material

### During the Test

- ☐ Read the test directions carefully
- ☐ Scan the entire exam and plan your time accordingly

### After the Test

- ☐ Review the exam after it is returned
- ☐ Conduct a post-exam survey
- ☐ Talk with the professor about questions you missed on the exam

## Time Management

- ☐ Maintain an assignment calendar
- ☐ Schedule your study time
- ☐ Plan to study two hours outside of class for every hour in class
- ☐ Create prioritized to-do lists
- ☐ Use a planner
- ☐ Create balance between academics, work, and social time