



## College Study Tips – a quickie guide

### READING A TEXTBOOK

- BEFORE YOU BEGIN, BROWSE THE HEADINGS, BOLD PRINT, ITALICS, CHARTS, PHOTOS & SUMMARIES
- JOT DOWN QUESTIONS BEFORE, DURING & AFTER READING
- LOOK UP DEFINITIONS ASAP FOR TERMS YOU DON'T KNOW
- CREATE A QUICK OUTLINE WITH THE MAIN IDEAS & DETAILS
- "BE" WITH THE BOOK – GOOD POSTURE, HIGHLIGHTING, MARGIN NOTES
- REFER TO ANOTHER TEXTBOOK FOR CLARIFICATION

### NOTE TAKING

- Take notes as you read your textbook & during class lectures
- Rework (or computer generate) your notes
- Compare notes with a classmate or two – missing anything?
- Review notes after class & fill in the gaps when concepts are fresh
- Organize information into a meaningful method for YOU
- "BE" with the instructor – eye contact, ask questions, sit in the front

### MEMORY

- ❖ Review notes frequently, in short bursts
- ❖ Use mnemonics (memory aids) - acronyms, rhymes, associations
- ❖ Create note cards & take them everywhere
- ❖ Convert textbook & lecture material into your own words
- ❖ Understand the material, rather than memorize it
- ❖ Browse notes quickly before bedtime - increases information retention

### TEST PREPARATION

- ✓ Study with a classmate or a group – try Study Group Central
- ✓ When you don't understand something, get help ASAP from tutors, classmates, or your instructor
- ✓ Do all homework assignments (even if it isn't for a grade) – turn in on time
- ✓ Save all graded material and quizzes for review
- ✓ Review your notes prior to each class as if there will be a pop quiz
- ✓ Brainstorm potential test questions – do you know the answers?

## CONCENTRATION

- ➔ Study in a quiet and comfy location – dedicate a space to studying
- ➔ Take short breaks (5:1 ratio...study 50 minutes & break 10 minutes)
- ➔ Have all study materials handy (dictionary, calculator, pen, paper, etc.)
- ➔ Find ways to make “less” interesting info “more” interesting
- ➔ Identify and minimize distractions (tv, cell phone, roommate, etc.)
- ➔ Study during your peak energy times (day person? evening person?)

## TIME MANAGEMENT

- Commit to a method for recording your academic & personal activities - select a plan that works for YOU
- Use lists (ex. daily “to do”) to organize priorities and check things off
- Create and follow a master monthly schedule - be firm, yet flexible
- Write out short & long term academic goals - refer to them for some motivation when you need a boost
- Start papers & projects as soon as they are assigned
- Break down large tasks into smaller, manageable “mini” tasks

## A WORD TO THE WISE

- ◆ You should study 2 hours per credit each week – Wow!  
Ex. If you are taking 10 credits, then you should study 20 hours weekly, in addition to class time
- ◆ Some classes may require less (or more - Math) study time

## MISCELLANEOUS

- ◎ **TRY TO LIMIT: JUNK FOOD, CAFFEINE, NICOTINE & ALCOHOL**
- ◎ **TRY TO INCREASE: EXERCISE, HEALTHY DIET, WATER & A GOOD NIGHT’S SLEEP**

## PICK AND PRACTICE

- ★ Choose 1 or 2 ideas & try them out  
Idea 1:  
Idea 2:
- ★ If they work, keep doing them! If not, pick & practice new ideas!



For more info on college success tips, visit the **CONNECT TO SUCCESS OFFICE**

Located inside the Learning Commons, room #1262

You can also reach us by email at:

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