Study Skills

Scheduling Time

* Create an hour by hour weekly schedule. Using your class schedules as a guide, block out specific times each day for study and all other activities (generally, one and a half hours of study for each hour of class time). * Create a semester schedule showing midterms, finals, due dates and other important events. Weekly, review both schedules and allow more study time as needed. * On a daily basis, list what you need to study, prioritize, set times for each item, and stick to it!

Make a Study Guide

Go through the textbook, notes, and any other material and write down any information that you think may be on the test such as important concepts, definitions, and formulas. Reading and writing the information will help you memorize it faster. If your professor gives you a study guide, make sure to cover all the points listed.

Make Flash Cards

Flash cards are helpful tools in remembering vocabulary, formulas, and key concepts. They are also easy to carry around with you so you can review them anytime.

Quiz Yourself

To ensure that you are prepared for your test, make a mock quiz to test how well you know the material. Write down a list of keywords or questions and make sure to leave room underneath each one. Then, pretend that you're taking the test and write down as much as you can.

Set Time Goals

Setting time goals for yourself will help make sure that you stay on track especially when you have time constraints. You're more likely to be productive if you have goals to achieve.

Don't Study Alone

Studying with other people is always easier, because you are all there and you know nothing else is going on. If possible arrange with your classmates to meet at the library at a specific time on a regular basis. If you and your friends have different schedules, Do your best to find time when at least two of you are able to meet.
Study During the Week

Studying during the week will allow you to enjoy your nights without worrying about studying later. Use times in between classes, during your commute to and from school, during lunch, and other breaks during the week to review material and prepare for upcoming exams. Having self-discipline and studying hard all week should allow students have the weekends free.

Get lots of sleep

College students who get a full night of sleep are usually more alert, more focused and learn things easier than those who are sleep deprived. Try to keep your sleep schedule as consistent as possible.

Study Space

Study space should be as quiet and comfortable as possible and large enough to have easy access to everything you need for study (text and reference books, paper, pencils, rulers, etc.). Libraries, study lounges or private rooms are ideal.

Use the 30 -3 -2 Schedule

* Study for 30 minutes

* Take a 3-minute break. Let the break be the time you think of other things.

* Upon returning, take an extra 2 minutes to mentally review what you have just read and do a quick preview of what is coming up next.

Study -> Break -> Review -> Preview -> Study
Suggestions for Scheduled Studying

Plan enough time for studying
The university expects a student to average about two hours in studying (including library work, term papers, themes, etc.) for each hour spent in the classroom. This is an appropriate and realistic guideline. A genuinely high-ability student may get by adequately with less. However, many students would do well to plan for somewhat more than the two-for-one ratio of hours studied to hours spent in the classroom.

Study at the same time everyday
As often as possible, students should schedule certain hours to be used for studying almost every day, creating a habitual system. Keeping regular studying hours at least five days a week will make it easier to habitually follow a schedule and to maintain an active approach to studying.

Make use of free hours during the school day
The hours between classes are perhaps a student's most valuable study time, yet, ironically, are the most frequently misused. Students may effectively utilize these hours by reviewing the material and editing the notes of the preceding class and/or studying the material to be discussed in the following class.

Plan study periods to follow class periods
This should be done whenever possible. The next best procedure is to schedule the period for study immediately preceding each class. Students should specify the particular course they will study rather than just marking "study" on their schedule.

Space study periods
50 to 90 minutes of study at a time for each course works best. Relaxation periods of 10 or 15 minutes should be scheduled between study periods. It is more efficient to study hard for a definite period of time and then stop for a few minutes, than to attempt to study indefinitely.

Plan for weekly reviews
At least one hour of review should be scheduled each week for each class (distinct from study time). The weekend is a good time for review.

Leave some unscheduled time for flexibility
This is important! Lack of flexibility is the major reason why schedules fail. Students tend to over-schedule themselves.

Allot time for planned recreational, university, and personal activities