

Study Habits

Time Management

- Keep a weekly schedule of classes, study time, work hours, activities, etc.
- Create a semester calendar; record assignments, exam dates, project due dates, etc.
- Use free time between classes for reading, reviewing, or re-writing class notes
- Study at least one day on the weekends
- Balance study time with recreation and leisure time

Class Attendance & Participation

- Attend class regularly
- Arrive to class early or on time
- Come to class prepared, with reading and/or assignments complete
- Sit where you can see/hear; front / center is best

General Study Strategies (see 'study' handouts)

- Plan sufficient time to get assignments done
- Turn in all assignments on time
- Use index cards for important information; review when "waiting" around
- Work on more challenging classes first
- Have a regular study area free of distractions
- Discover optimal study time then take small breaks in between

Exam Preparation (see 'testing' handouts)

- Review subject material each day
- Review older material first when studying for an exam
- Study for exams at least 5 days in advance
- Create potential exam questions and answer them
- Review for exams with a peer, a small study group, or by explaining concepts to others

Goal Setting & Motivation (see 'goals' handouts)

- Be motivated to do well
- Set realistic goals and work to meet them
- Seek help when necessary and/or use various resources at the College
- Resist distractions
- Reward yourself when you have successfully accomplished your goals

Textbook Reading (see 'reading a textbook' handout)

Before class

- 1st: Go to end of chapter and read summary, vocabulary, questions, etc.
- 2nd: Back to the beginning: skim headings, bold text, side notes, graphs, etc.

After class - read chapter looking for:

- Main ideas: highlight, underline, margin notes
- Recite/Rewrite what was read to aide in comprehension

Note-Taking (see 'note-taking' handouts)

- Take organized and legible notes during class
- Take notes while reading chapters, PowerPoints provided, etc.
- Review and revise notes within 24 hours