Study Tips

**Time Management**

- **Don't Procrastinate!!**
- Evaluate your schedule to set aside enough time for school work and personal time.
- Create a To-Do list daily or weekly to keep on top of work that needs to be completed for classes.
- Break tasks into manageable (and meaningful) chunks to stay focused. Don't try to study or write all at one time—take breaks too.
- **Make time for class.** Go to every class. Missing class can affect your Financial Aid.

**Learning to Learn**

- **Survey** - Survey the material to get the big picture before reading.
- **Ask Questions** - Ask yourself - What is the purpose of the assignment/reading? What do I already know?
- **Read** - Read for meaning. If you don't understand, re-read or read slower. Write down questions and then bring them to class for further explanation.
- **Recite** - Summarize what you just read by saying it or writing it in your own words.
- **Review** - go over it regularly so it stays fresh.
- **Ask someone** if you need help! Your instructor, someone in the Resource Center, or a librarian is never too busy to help you!

**Taking Notes / Listening**

- **Actively participate in class discussions** to engage yourself in your learning experience. This means asking questions!
- Take notes during lecture on paper or laptop to help you prepare later for tests and quizzes.
- Record lectures or webinars for playback of content discussed.
- When reading, take notes in your textbook in the margins to label information, highlight important terms and details, summarize, and note questions you have about the material.
- Outline your ideas to organize writing for papers and tests.

Adapted from: http://www.bucks.edu/~specpop/studyskills.htm
Research

- Plan ahead - develop a schedule for completing each step of the process.
- Don’t know where to start? Talk to the librarians about how to research.
- Use the online library for reliable, scholarly sources.
- Brainstorm words related to your topic for searches.
- Use a variety of sources to verify information (e.g. books, websites, and journal articles).
- Create a list of sources for your paper.
- **Organization, organization, organization** - Make note of sources so you don’t have to backtrack to find them later

Writing Essays

- Discuss writing with your instructor before, during, and after you have completed your writing assignments.
- Use the Research Project Calculator (see Online Sources) to help you manage your time.
  - Brainstorming
  - Write an outline
  - Write drafts
  - Edit/proofread (ask someone to do this with you)
- See the folks in the **Writing Center** for help with your writing & citing sources in APA style
- After all of these steps, turn in your final draft

Test Taking

- Stay up-to-date on assignments. Learn material and review as you go along.
- See the folks in the Resource Center or ask for a tutor if you don’t know a subject well enough before your test.
- Analyze past tests to determine how you can improve your test-taking skills.
- Make sure to quiz yourself and take practice tests and prepare to answer different kinds of questions: multiple choice, fill-in-the-blank, and long answer.
- Break up study sessions by units or chapters.
- Find Study Buddies.
- When taking the test, survey the test. Answer the easiest questions first, to control anxiety and use time effectively.
- Ask the instructor about tests both before and after.

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