Study Skills

**Time Management**

Staying organized will reduce your anxiety and make learning easier. Here are two easy ways to stay organized:

- Keep a calendar and schedule study periods around the same time each day, just like a scheduled class.
- Create a checklist of school work that must be done each week. For example, chapters that need to be read, notes that need to be re-read or re-written, papers, projects, and exams.

**When to Study:**

- Study as soon as possible after class while the information is still fresh in your mind. It take more time to re-learn it later.
- Study during the part of the day you are naturally most awake.
- Re-read your notes right before bed. Many people believe that studying right before bed will cause unconscious ‘study’ while you sleep.

*Not all of these methods work for everyone. Try them out and see what is best for you.

**Where to Study**

Your study place is a very personal choice. Some students are distracted by noise and prefer studying in a quiet place like a library. Other students are distracted by silence and enjoy background noise. Some students like to study in groups while others get the most out of studying alone. There are even students who like to talk out-loud to themselves when they study. Your study place is going to depend on your personality. The most important thing is that you find a study place that encourages you to STUDY!

**As You Study:**

- Make sure you have everything you need before you study: pens, pencils, paper, textbooks, notes, handouts, coffee, etc…
- Set a goal for each study time. This will give you a feeling of accomplishment.
- Study for short, concentrated periods of 30 to 45 minutes. Then take a 10 minute break. When you don’t schedule breaks, it is easy to become overwhelmed and lose your concentration.
- Make studying fun! If you are having a hard time remembering a topic or definition, make up silly phrases or rhymes to help you remember.
- On a separate piece of paper, write down topics that confuse you. When you are finished studying, you can contact a classmate or teacher for clarification.