

## Study Skills and Test Taking

### **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**