

LEARNING/STUDY STRATEGIES

Vital to Academic Success

Time Management

- Invest in a day planner or calendar and use it! Time management reduces anxiety, saves time and helps you effectively “juggle” work, classes, recreation, errands, etc.

Where to Study

- Use a consistent study area where you’ll be alert. Train yourself to study in the library or at your desk. If you’re too comfortable you’ll be more likely to get sleepy or distracted.
- Your brain is programmable. You can teach yourself to study history in the library, math in the lab and psychology at your desk.

Goal-Setting

- Set goals and specific ways to reach them. Set daily, weekly, monthly, and long-term goals.
- When you reach a goal, reward yourself accordingly. This will motivate you to strive for the next goal.
- However be sure the reward matches the goal.

Note-Taking

- Always take notes in class! If you must miss class due to illness or emergency, be sure to get a copy of the notes from a classmate or the professor.
- Review your class notes shortly after class. Re-write them into a spiral notebook or type them on a computer.
- Find answers to any questions you have about the lecture material. This review will help to transfer the information from short-term memory into long-term memory, which will be beneficial for exam time.
- Conduct a more thorough review of your class notes *each week*.
- For classes with cumulative tests/finals, plan an in-depth review of your notes (from lecture classes and textbook) *each month*.

Preparing for Tests

- Study primarily during the daylight hours. Do not pull “all-nighters” to cram for tests. Your body needs rest so your mind can focus and think clearly.
- Don’t make a habit of studying for more than one hour at a time (2 hours max!). Give yourself a 10-minute break to refresh attention.
- Study difficult or boring subjects first when you’re most alert. Save the easier or more interesting subjects for later.
- Remember that your brain learns from the *general to the specific*. Start with major concepts. Ask questions if you do not understand. Scan your textbooks first in order to get the general idea of the material, and then read the details.
- Make up practice tests and take them under timed conditions. Go to a library study room or to the classroom where you’ll take the actual test. This will help build confidence and lessen test anxiety.

Adapted from [Becoming a Master Student](#) by Dave Ellis

www.collegesurvival.hmco.com/success/students/programs.html

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