

# STUDY SKILLS

1. **Get Organized.** Use your Pilot to record activities, assignments, exams, due dates, and extracurricular schedules
2. **Set aside a definite time for studying each day.** This discourages procrastination and prevents work pile-ups
3. **Set up a study area in a quiet area.** This will allow you to focus on studying without constant interruptions and distractions
4. **Shorten study time by knowing the purpose of each assignment.** What are you supposed to do? How are you going to accomplish it? Why is the assignment important? How does it relate to class work
5. **Predict the amount of time you need for each task.** If you plan the amount of time you need for each assignment, you are likely to work harder with better concentration. This SAVES time
6. **Examine and create charts and diagrams.** They are shortcuts to understanding and they show the relationships among pieces of information
7. **Every time you study, spend at least 10 minutes in review of previous homework or notes.** These “refreshers” keep all the connections alive in your long-term memory.
8. **Don't cram for hours the night before a test.** Instead, distribute your study time in segments over a period of days (Please see the **5-Day plan** under Test Preparation)
9. **Review quizzes.** Analyze the cause of your errors. This will help you to become aware of your test-taking traps
10. **Don't rely on memorization.** Try to get a thorough understanding of the material. Relate it to information that you already know. “Why is it important”? “How does it all fit together”?
11. **Always evaluate your success.** Determine what you need to change in your approach to your studies