This system is an effective approach to studying. You’ll notice that short preview and review sessions are powerful for memory and retention. You’ll also find that implementing intense study sessions allows you to get more done in less time.

**Step 1: Preview**
Preview the assigned material the night before or the day of class. Look over bold and italicized print, headings, outlines, formulas, images, and graphs. Read the summary and other end-of-the-chapter material. As you skim the chapter, ask questions that you would like answered in class.

**Step 2: Attend Class**
Ask questions and take thorough and meaningful notes. Because you have previewed the chapter, you will feel more confident and connected to the lecture. Your notes should be clearer and more meaningful.

**Step 3: Review**
As soon after class as possible, review your notes. Make sure they are complete and accurate. Make note of anything that was confusing.

**Intense Study Session (example)**
The most productive study sessions are structured with a goal, and they consist of a focused and active study period followed by a break and short review. Personalize this structure to make it work for you. You’ll accomplish more with these vigorous, dynamic sessions. Structured study sessions help you avoid drifting through your work without focus or structure.

- **2 minutes** → Set a **GOAL** for the next 50 minutes
- **50 minutes** → Study with **ACTION** and **FOCUS**

Read your text, highlight and annotate, add detail to your notes, create mnemonics, create maps, predict test questions, and practice recall. If you find you can’t stay focused for a 50-minute Intense Study Session, then study for 40 or 30 or even 20 minutes. Even short sessions of attentive studying can be excellent opportunities for learning.

- **10 minutes** → Take a **BREAK**. Check the clock or set a timer so time doesn’t get away from you.
- **5 minutes** → REVIEW what you just studied

Now begin your next study session with a new goal.

Do several sessions each day based on your class needs. These sessions allow you to accomplish more in shorter, more intense periods of focused study time.

Refresh your memory! At least once a week review your notes from the entire week.