TIME MANAGEMENT

1. Stagger your classes. This gives you time to review your notes after class and absorb what you learned.

2. For every one hour in class, reserve at least two hours outside of class for reading, studying and completing assignments.

3. Make good use of your time between classes. Avoid time wasters.

4. Make three schedules: a monthly schedule, a weekly schedule, and a daily “To Do” list.

5. Learn to say no. You’re in college to study. Have fun when your studying is done.

6. Try to limit your work hours. Full-time college students may struggle if they work more than 20 hours a week at a job.

7. Decrease procrastination. Begin tasks now!

8. Begin assignments early to allow for unforeseen problems such as illness or computer problems. Most professors don’t accept late work.

9. Expect to study more on weekends than in high school.

10. Break large assignments into sub-tasks. As you complete each step, your sense of accomplishment motivates you to do the next step.

11. Periodically evaluate how you’re managing your time. Make adjustments where necessary.

TEXTBOOK READING

1. During the summer, find out what books you’ll need so you’ll have them when classes begin.

2. Start reading early – the first week of the semester is not too soon!

3. Skimming is not enough. Professors expect you to thoroughly read what they assign.

4. Always read with a pen or pencil in hand. Writing summary notes in the margins or at the top of each page is better than highlighting. As you read, add details to your class notes.

5. Avoid reading entire textbook chapters in one sitting. Subdivide chapters into smaller chunks, and reserve enough time to read each section carefully.
6. Create interest in what you’re reading. Try to predict the author’s thoughts; connect the chapter to previous chapters; relate the reading to what you’re learning in class.

7. Learn the specific vocabulary of the subject.

8. If you have to read additional books or articles, consider why the professor assigned them. How do they relate to the course?

9. Read in a quiet place. Avoid reading late at night or on your bed.

10. When you take a break, think about what you just read.

11. Consult your syllabus regularly. Professors may not remind you of reading assignments.

### NOTES IN CLASS

1. Complete the assigned reading before class. This can help you understand the lecture.

2. Before class, draw a 2” margin on each page of your notebook. Soon after class, add details from the textbook or write questions in that space.

3. It’s impossible to try to write down every word a professor says. Instead of “taking notes,” think of your job as “making notes.” Listen actively, decide what’s important, and write it in your own words.

4. Develop abbreviations that you’ll recognize later.

5. Indent sub-points and skip plenty of lines.

6. Continue writing notes during films, guest speakers, and class discussions.

7. Copies of PowerPoint slides are usually not intended to be your full set of notes. More often, they’re the professor’s outline. You should be adding lots of detail during class.

8. Re-read your notes immediately after class. Fill in any gaps.

9. If the course is challenging, meet regularly with a few serious classmates to compare notes.

10. Review your notes often.
TEST PREPARATION

1. Reviewing your notes the night before a test may have been sufficient in high school, but in college you may need to start studying at least several days before tests.

2. Study actively. Don’t just memorize. Use a variety of study approaches.

3. Use chapter outlines and chapter summaries to guide your studying.

4. Don’t focus on just “who,” “what,” “when,” and “where.” Also consider “how” and “why.”

5. Predict questions as you review class notes and assigned readings. If you have a study guide, do the practice questions.

6. Make study sheets. Fold paper with a 2” margin on the left. Write questions in the margins and detailed answers on the right. Fold your paper and test yourself.

7. After classes, highlight and annotate your notes.

8. Unlike high school, be aware that you’re responsible for all the material, even if the professor doesn’t review it in class.

9. Ask yourself how material relates to the learning objectives for the course.

10. Return to the textbook chapters. Write summaries of each section.

11. Organize the material graphically (maps, flow charts, Venn diagrams, etc.).

12. Devise mnemonics (memory devices) to give clever meaning to material you have to memorize.

13. Form a study group with a few other serious students. Meet regularly, not just right before an exam.

Additional suggestions are at [http://www.niagara.edu/oas-study-reading-strategies/](http://www.niagara.edu/oas-study-reading-strategies/).

Remember: Asking for help is a sign of maturity!