

STUDYING IS INDIVIDUAL

DO WHAT WORKS BEST FOR YOU.

WHERE TO SIT IN CLASS:

- By doors or windows if you are claustrophobic or need natural lighting.
- In the front to increase participation or attention.
- In the back if you're extremely shy.

DEDICATE CLASS TIME TO:

- Taking notes if you're a visual learner.
- Listening to, and record, the lecture if you're an audio learner.

TAKING NOTES:

- Use a note-taking system. One good system (Cornell format) divides the page approximately one-third of the way down the left-hand side. Take your notes in the larger, right-handed side. Use the left side to make brief notes, comments, guides, star important items, etc.
- Write notes in outline form.
- Write notes in "paragraph" form (when organization of lecture is difficult to follow). Don't use complete sentences, except for VERY important things. Go back as soon as possible and re-organize your notes.
- Listen for key words, or other ways your professor has to let you know what material is important.
- Use abbreviations. Don't over-abbreviate. Make sure you understand what you meant.
- Label, number and date all your notes.
- Review your notes as soon as you can after class. Recopy or type your notes. Expand on ideas you may have left out.
- Copy your notes onto note cards. Break the information into digestible chunks.
- Outline your notes.
- Review notes again before returning to class.

STUDYING OUTSIDE OF CLASS

- When to study:
 1. Plan two hours study time for every hour you spend in class.
 2. Study difficult (or boring) subjects first.
 3. Avoid scheduling marathon study sessions.
 4. Be aware of your best time of day, and study then.
 5. Use waiting time.
- Where to study:
 1. Use a regular study area.
 2. Don't get too comfortable.
 3. Use a library.

- How to handle the rest of the world:
 1. Pay attention to your attention.
 2. Agree with living mates about study time.
 3. Avoid noise distractions.
 4. Notice how others misuse their time.
 5. Get off the phone.
 6. Learn to say “no.”
 7. Hang a “do not disturb” sign on your door.

- Things you can ask yourself when you get stuck:
 1. What is one task I can accomplish toward my goal?
 2. Am I beating myself up?
 3. Is this a piano (does it have to be done perfectly)?
 4. How did I just waste time?
 5. Would I pay myself for what I’m doing right now?
 6. Can I do just one more thing?