STUDY SMARTER, NOT HARDER

STUDY SKILLS YOU CAN USE!

ATTEND CLASS
It sounds so basic. But you can’t get the info if you aren’t there!

TAKE NOTES
Ask instructors who lecture too fast if you can tape record the lecture. Some recommendations for improving note-taking skills are to:

▪ Read all textbook material relevant to the topic being covered prior to attending class. You might even bullet some points on paper to fill in during lectures.

▪ Use Colors. Change the color of your pen! Don’t write in blue or black ink. Writing in color will help you retain 50% - 80% more of the information without reading it a second time. (Also highlight in a different color, like purple.)

▪ Retype Your Notes as soon as possible after class. Rewrite phrases as complete thoughts and sentences; read them aloud and use “cut and paste” to put your notes into some type of a logical sequence. Research indicates that 80% of new material can be recalled if you review notes within the first 24 hours of presentation. (Clean typed notes are easier to read and highlight as you study.)

MAKE STUDY TIME A REGULARLY-SCHEDULED PART OF YOUR WEEK
Schedule actual “appointments” with yourself to complete classwork. If possible, study during the same time each day to force yourself into a routine. Your grades worth it! Develop a Regular Study Area. This area needs some privacy, should be quiet, well-lit, and contain all the materials you need. A desk is best. If you try to study on a couch or bed, you are apt to be interrupted more easily, be less focused (or fall asleep), and therefore be less productive.

KEEP AN ONGOING “TO DO” LIST
Update this To-Do list daily or once a week, and circle or put a star by the things that need to be done first. Use a “To Do” list to write down any worries or reminders to yourself that may distract you while studying. By writing these things down, you can clear your mind for the task before you.

STUDY DIFFICULT SUBJECTS FIRST
When your energy level is higher, tackle your difficult subjects and those you don’t find very interesting. Don’t put those off until midnight when you can only think about sleep.

PUT IT IN YOUR OWN WORDS
Don’t just memorize the information and move on – you should be able to explain the main ideas and concepts of what you are studying in your own words. By putting the material in a context that you
understand, you will have an easier time recalling it when you are taking a test or applying it in the real world.

DON’T TRY TO LEARN IT ALL
Select a reasonable chunk of material to study. Make a list of the material that is likely to be on the exam. Prioritize these subjects based on how important they are and how much more you need to learn about them.

TAKE REGULAR BREAKS
Don’t try to study for hours on end -- you’ll just become tired and less productive that way. Study for 45 minutes or so, and then take a break.

GET ENOUGH REST
Ahhh…sleep! Enough rest will allow you to concentrate when you want to study. Fatigue leads to poor learning and even poorer retention of information.

TAKE TIME FOR REVIEW BEFORE & AFTER CLASS
Spend up to 15 minutes before class reviewing your previous notes and assignments and then 15 minutes after class looking over your notes from that day. This regular review reinforces information, making it easier to study for tests.

SEEK SUPPORT
Check with the other students in the class about important information which will be on the exam. Suggest a group session to share study guides and talk about the material out loud. Verbalizing the information is the key to storing the material in your long-term memory.

FIND SOME HELP
The UACCM Student Success Lab (BTC 208) offers free tutoring help with a variety of subjects. Start early in the semester and use it! Plus, check in with Counseling Services for other ideas.

COUNSELING & DISABILITY SERVICES
1537 University Blvd., Morrilton, AR 72110
501-977-2095 | 1-800-264-1094 | www.uaccm.edu


“Study Skills Handouts.” Student Academics Resource Center, University of Central Florida. 2012 <http://sarc.sdes.ucf.edu/>
