

Studying & Time-Management

Tips and Strategies

Taken from Bridgewater State College Tutoring Central, Academic Achievement Center

Tips for Successful Students

Use a weekly planner or organizer of some kind.

- ❖ Use an organizer or planner to assign blocks of time to study. How long these “blocks” of study time are will depend on the first step of making a to-do-list. If a task is more complicated, it will require more time.
- ❖ Studying in shorter increments over a long period of time is better than cramming everything over a short period of time. Also, review course material from each class every day.

Useful tactics to avoid procrastination:

- Get work done right away. Do not give in to peer-pressure from friends or roommates to hang out. Later you will only feel guilty about not studying.
- Study every day. Do not get behind in reading or assignments.
- Do some as opposed to none!

Some helpful tasks to be productive are:

- Clean-up your notebook. Rewrite notes. Every day!!
- Tidy-up your study area. Organize and clear piles of paper from your desk. Organize regularly: each month/each exam cycle.
- Organize handouts. Make sure they are with the class materials they belong with. Start a binder/pocket folder. Review syllabus regularly.
- *Attack the task!* The longer you sit and stares at your homework, the less likely it will get done. Beginning is the first step to finishing!!!

Motivation

Motivate yourself with the concept that **managing your time will give you more free time**. If this is not enough motivation to manage time effectively, nothing is! Motivate yourself to accomplish your goals in the allocated time by using some of the following practices.

- ❖ *Reward* – Making note of your accomplishments will help garner a positive sense of self that will hopefully build your motivation to continue doing the work.
- ❖ *Make learning visual* – No matter what learning style you have, make a point to use visuals to enhance memory, thus enhancing motivation once you “get it.”
- ❖ *Energy*– The more energy you can muster in the learning setting, the more motivated you will become as enthusiasm helps studying and improves memory and retention.

Self-Analysis Questionnaire

*Please answer all questions **completely and truthfully**. It is important to know where you are coming from in order to improve. This information is confidential and will not be shared with any faculty or outside staff member at BSC without your permission.*

1. How is your class attendance?
2. How often do you participate in class?
3. How do you prepare daily for classes?
4. Explain how you prepare for tests.
5. If you need help, where do you go for assistance?
6. What specific difficulties are you facing in your classes?
7. Describe any special learning needs.

LEARNING STRATEGIES CHECKLIST

To gain a better understanding of what successful learning behaviors involve, it is helpful to identify the study strategies being employed and how they compare to those used by students who receive the high grades they desire. The following “checklist” is designed to provide a short and quick view of your current study strategies and where you believe you should begin your journey toward learning independence! Please check those study behaviors that you feel need strengthening then review your responses to begin organizing an approach that leads to success.

TEXTBOOK STRATEGIES

- _____ Understanding what is read
- _____ Understanding the content of what is read
- _____ Find the main ideas as I read
- _____ Outlining / highlighting the text
- _____ Formulating questions from a chapter before, during or after reading
- _____ Developing new terminology / vocabulary

NOTETAKING STRATEGIES

- _____ Understanding lectures
- _____ Understanding what to write or not write
- _____ Reviewing / clarifying notes after lecture
- _____ Develop a personal short-hand / abbreviations
- _____ Connecting textbook notes to lecture notes
- _____ Organizing notes

MEMORY STRATEGIES

- _____ Integrate new material with previously learned material
- _____ Projecting material that could be on the next test
- _____ Understanding the material studied as opposed to memorizing it
- _____ Using memory devices that work; mnemonics, visuals, mind maps, etc.
- _____ Developing practice quizzes / tests
- _____ Organizing details and main ideas into logical / meaningful order

TEST PREP and TEST-TAKING STRATEGIES

- _____ Organizing test materials
- _____ Identifying what I DO know and what I DON'T know

- _____ Know what the test format will be ahead of time
- _____ Judge how far in advance to begin studying for a test
- _____ How to study with classmates
- _____ Know how to study for, and take specific tests:
 - Multiple-choice
 - Essay
 - True / False
- _____ Know what to study for a test

CONCENTRATION STRATEGIES

- _____ Learn how to make a good study environment (quiet, undisturbed)
- _____ Learning how long to study at each session
- _____ Learn how to get “psyched” to study
- _____ Paying attention to lectures that are not interesting
- _____ Learn how to focus on what is important
- _____ Learn how to break a large assignment into smaller, doable parts

TIME-MANAGEMENT STRATEGIES

- _____ How to use a Planning Book / Study Schedule
- _____ Use a syllabus wisely
- _____ How to organize academic, work and personal activities
- _____ How to plan assignments ahead so I do not cram
- _____ How to judge the amount of time needed to complete assignments
- _____ How to engage in long-term assignments without forgetting
- _____ Recognizing when study time is being “eaten-up” by other activities

GENERAL STUDY STRATEGIES

- _____ Meet with class professor(s)
- _____ Ask questions in class
- _____ Know classmates
- _____ Have a study partner / group

ASPIRE – A Study Approach

A: Approach / attitude / arrange

- Approach your studies with a positive attitude
- Arrange your schedule to eliminate distractions

S: Select / survey / study!

- Select a reasonable chunk of material to study
- Survey the headings, graphics, pre- and post-questions to get an overview
- Study marking any information you do not understand

P: Put aside / piece together:

- Put aside your books and notes
- Piece together what you have studied, either alone, with a study pal or group, and summarize what you understand.

I: Inspect / Investigate / inquire:

- Inspect what you did not understand.
- Investigate alternative sources of information you can refer to: other text books, Websites, experts, tutors, etc.
- Inquire from support professionals (academic support, librarians, tutors, teachers, experts) for assistance

R: Reconsider / reflect / relay

- Reconsider the content:
If I could speak to the author, what questions would I ask or what criticism would I offer?
- Reflect on the material:
How can I apply this material to what I am interested in?
- Relay understanding:
How would I make this information interesting and understandable to other students?

E: Evaluate / examine / explore:

- Evaluate your grades on tests and tasks
Look for a pattern
- Examine your process toward improving it
- Explore options with a teacher, support professional, tutor, etc.

Taken from: www.studysg.net