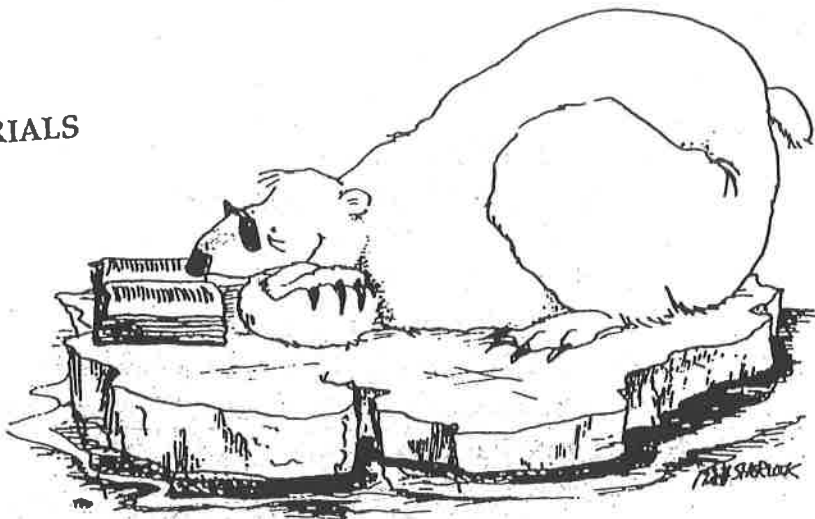


READY . . . SET . . . STUDY!

I. GATHER ALL MATERIALS NEEDED.

- A. Reference books
- B. Writing tools
- C. Tests
- D. Class notes
- E. Folders, notebooks, etc.
- F. Assignment sheet
- G. Refer to "Tools For Study" (page 38)



II. SET YOUR MIND TO STUDY.

- A. Intend to have focused, effective study time.
- B. Set realistic goals/purposes to be met during the study session.
 - 1. Strive for quality as well as quantity.
 - 2. Try to make short and intermediate goals within the time block.
- C. Become actively involved.
 - 1. Continually ask yourself questions about the material.
 - 2. Remind yourself to review material often.

III. SET PRIORITIES FOR ASSIGNMENTS.

- A. Create a "to-do" list for each study block and assign a priority for each assignment to be completed.

READY . . . SET . . . STUDY! *continued*

B. Map out a time line.

1. For long-range assignments:
 - a. Work backwards from due dates.
 - b. Consider the following:
 1. Length of assignment
 2. Difficulty of book to be read
 3. Number of questions to be answered
 4. Presentation mode: handwriting or typing
2. Set intermediate goals by a certain date.
 - a. Short-range "chunks" of work are easier to focus upon and handle.
 - b. Congratulate yourself for completing each intermediate goal.
3. Divide time among the subjects.
 - a. Study the hardest thing first, when your mind is fresh.
 - b. Leave routine and less difficult tasks for last.
 1. Recopying papers
 2. Alphabetizing
 3. Organizing reports
 4. Creating the table of contents
4. Allow time blocks to be spaced over several hours or days.
 - a. This allows material to be "soaked into the subconscious."
 - b. Reflective time is necessary.
 - c. This is much better for proofreading material.

IV. WARM UP YOUR BRAIN.

A. Take 1-5 minutes to warm up your mind.

B. Be sure you understand the assignment/requirements for the subject.

1. Ask yourself:
 - a. What do I already know about this?
 - b. What am I trying to learn from this material?
 - c. What am I to know by the end of this study block?



READY... SET... STUDY! *continued*

C. Review familiar material first.

1. Titles/subtitles
2. Boldface type/italics
3. Vocabulary words
4. Review questions
5. Class notes/teacher handouts

D. Apply knowledge of how you learn to warm up and study.

1. Use available materials during the study block to make the best use of your learning style.
 - a. Write things (repeatedly, if necessary)
 1. Vocabulary words
 2. Lists
 3. Definitions
 4. Diagrams/charts
 - b. Make a tape of things to remember/memorize.
 - c. Write important information on 3 x 5 cards and post the cards in your room.
2. Learn new study skills that work for you.

V. TAKE A BREAK.

A. Take a 5-10 minute break for every 30-45 minute study period.

1. Do something physical.
 - a. Get something to eat.
 - b. Walk.
 - c. Call a friend.

B. Take a short break when switching subjects/topics.



I'M DONE - NOW WHAT?

WHEN YOU FINISH AN ASSIGNMENT:

REVIEW

- Briefly review as a summary activity.
 - Skim/scan texts, notes and handouts.
 - Talk to yourself.
 - Recreate mind maps or other graphic organizers.
 - In your mind, try to explain it to someone else.
- Talk about it with a friend/classmate/parent.
- Review again within 24 hours.

OVERLEARN

- Form a study group.
- Keep a running list of vocabulary words.
- Reread the assignment and your homework to be sure you have completed what was expected.
- Make up test questions about what you have learned.
- Repeat the review steps.

EVALUATE

- Is your homework in the correct format, is it organized, and is it easy to read?
- Is this your best effort?
- Did you learn what you set out to learn?
- Do you really know the information for which you will be held responsible?
 - Is there a way you can improve?
 - Can you relate the material to show that you know it?



GREAT STUDY TIPS

- Allow time for information to "soak in."
- Too many new ideas at one time are confusing.
- The human brain can successfully process 6-7 ideas during one time period and maintain good retention of the information *if* enough repetition is used.
- It is less tiring to "spread out" study periods rather than to "cram."
- Pace yourself.
- Be organized.
- Use the tasks/assignments that do not require great amounts of concentration alternately with more difficult tasks.
- Be sure your study activities are in tune with your intentions.
- Begin with the most difficult tasks — and "get it done" so that it won't hang over your head!
- Make studying a habit.
- Build on your learning strengths.
- Seriously consider the effects of procrastination and how well you can do without them.
- Examine your priorities and how you can make changes to make your life easier and more successful.
- Become aware of your time management patterns and change them gradually to better meet your needs.
- Learn to use spare moments: standing in line, waiting for someone or something, etc.



- Make sure you understand the assignment.
- Break large assignments into smaller, organized parts.
- Set reasonable time limits for yourself.
- Give yourself enough time to do a good job. Go for quality!
- Try new ways to solve problems.
- Always predict the amount of effort and the time required to complete a task.
- Don't spread yourself too thin. Consider your commitments and the priority of each.
- Really enjoy your "free time."
- Have a positive attitude about learning.
- It's OK to dislike the assignment or task, but do it anyway!
- Good grades most often are lost due to a lack of organization rather than a lack of information.
- Concentration is the biggest problem when studying.
- Review the information just before you go to bed.
- Prop reading material at a 45 degree angle and your eyes will be less tired.
- Seek help if you don't understand something or if you are having problems.
- Get to know someone in every class you have. You can borrow or trade books, study together, and ask each other questions about assignments.

