

Academic Achievement and Access Center

Top Ten Tips for Better Study Habits

- **Learn how to say no to others and yes to yourself, your goals, your success.**
- **Establish a place you use only for studying; Try to study the same subjects at the same time.**
- **Review lecture notes as soon as you can after the lecture while the "audio" memory traces are still there. Make corrections and clarifications; Rewrite notes if necessary. Predict possible test questions.**
- **Use index cards as a speed reading machine; Use them to cover-up text as you read to stay focused and to help yourself resist the urge to reread.**
- **When you are not actually concentrating on the work in front of you, close your book and just sit there for awhile. Avoid fooling yourself by faking study behavior. If you want to daydream, daydream!**
- **Use prioritized "to do" lists; Make a new list each day (or the night before); Cross off accomplished tasks; Carry over those left undone.**
- **Do a brief review for each course each week--look over class notes from lectures and readings. This will pay off BIG at test time.**
- **Treat each exam as a performance and make rehearsal a part of your preparation. Practice retrieving information without looking at your notes or books, under time limits when possible.**
- **Develop a system to organize, reduce, and store information for each class--flash cards, diagrams, outlines, and/or summaries combining text and lecture notes.**
- **Study the worst, hardest, most boring stuff first--preferably while the sun is still up. Schedule yourself for a "study hall" (empty classrooms work well for this) when you have free time during the day to get it done.**