

# Top 40 Study Strategies

## Time Management

1. Start to manage your time at the beginning of the semester.
2. Organize your semester by plotting the following on a large calendar: due dates for assignments, mid-terms exams, and other important dates.
3. Set some goals for yourself, such as the grades you would like to receive in your courses and what you expect to learn from each course. Think about how much time it will take to accomplish these goals.
4. Break tasks into smaller, more manageable jobs (Example: Week 1 = Essay outline, Week 2 = Research, Week 3 = Rough Draft, Week 4 = Final Draft).
5. Make a weekly schedule to indicate lectures, labs, seminars, study time, etc.
6. Plan time for leisure/recreation.
7. Use "To do" lists when you have a lot to do in a day.
8. Set priorities.
9. Be flexible.
10. Keep at it!

## Listening and Notetaking

1. Go to class - there's no substitute for the real thing.
2. Have assigned readings done before each lecture.
3. Listen actively by anticipating what the lecturer will say.
4. Screen and evaluate information by comparing with your text and your own knowledge.
5. Concentrate.
6. Take notes. Note topics and subtopics. Use brief point form, putting things in your own words.
7. Use the margin or draw a column to note key terms or questions you have.
8. Use diagrams where possible, especially to illustrate relationships.
9. Review your notes before each class, and plan a weekly review which integrates lecture and text notes.
10. Ask your professor to clarify points you don't understand.

## Textbook Reading

1. Do required reading on a regular basis. Keep a weekly schedule.
2. Preview material to get an overview. See how the chapter is organized.
3. Consider the author's writing style and potential biases.
4. Use different reading speeds. Pay attention to your attention.
5. Think of questions to answer as you read through the material.
6. Reflect on the material as you read. How is it valuable?
7. Summarize what you have read. Note important points. Integrate with lecture notes or in text margins.
8. Take breaks. Set targets to work towards and break in-between.
9. Find a quiet, comfortable place to read. Your bed may not be the best place!
10. Review your readings on a regular basis.
11. Review course material weekly to keep material fresh in your memory.

## Exam Preparation

1. Study in a quiet, comfortable (but not too comfortable!) location where distractions and interruptions are minimal.
2. Be organized. Make a study schedule by breaking down what you have to do. Have all your materials with you.
3. Study in small chunks of time. Two-hour blocks then a 15 minute break works well for many people.
4. Keep a normal schedule. Be sure to eat right, get enough sleep, and take time to exercise and relax.
5. Gather information about the test from the professor (IE: Will the test be multiple choice, short answer, or essay? How many questions will be on the test? What material will be covered?)
6. Anticipate exam questions. Do practice questions, including questions from old tests which can be found on reserve in the library, at the department office, or from students who have taken the course already. Make up sample questions and answer them.

7. During the test, read the instructions and questions carefully. Budget your time. Organize your answer. Make up an outline for essay questions if possible.
8. Relax. Be aware of tension build-up. Don't forget to breathe!
9. Follow-up. See the professor to discuss where you went wrong so that you can improve next time.

### **Want more information?**

The Counselling Department and the Academic Success Centre are your best sources for advice and information on issues related to learning, studying, time management, and academic performance.

Workshops on learning, studying, etc., are offered regularly each semester by the Counselling Department. Please contact Student Services at Abbotsford - 604-854-4528 (B 214) or Chilliwack - 604-795-2808 (A 1318) to make an appointment.

Study Skills Tip Sheets providing information on many learning and time management topics, as well as writing and referencing, are available free to students. The complete range of Study Skills Tip Sheets is available on-line at [www.ucfv.ca/counselling/study/](http://www.ucfv.ca/counselling/study/).

### **Other Relevant Study Skills Tip Sheets:**

Collaborative Group Work  
Concentration  
Learning from Lectures  
Learning from Texts  
Managing Nervousness During Oral Presentations

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