

## Prepare for Success

- Know yourself: study when and where you are most alert.  See "Finding the best place to study"
- Plan your time with a schedule and calendar.  See "Weekly and Monthly Calendars"

## Preview

- Identify relevant text or notes.
- Scan chapter headings, keywords and diagrams; read chapter intro/summary.
- Formulate questions you want to answer.

## Test

- Arrive early with all necessary materials.
- Use appropriate test-taking strategies; e.g., for multiple choice questions, cover answers and generate your own response.
- Analyze returned tests.  See "Post-test Analysis"

## A strategic approach to learning

### Distribute practice

Spend 2-3 hours studying outside of class for every hour in class—but spread your studying out over time with shorter, more frequent sessions. Try to avoid study marathons!

### Balance input/output

How are you taking in information (by listening to lecture, reading)? Balance these activities with opportunities to produce the content you're learning (by writing, speaking, drawing). That will give you practice for the actual test.

## Attend Class, Read

- Listen or read actively; find answers to your questions.
- Consider a note-taking system.  e.g., see "Cornell note-taking"
- Synthesize lecture and reading material.

## Self-Test

- Create possible test questions, keeping in mind different levels of learning. e.g., do practice problems, put ideas into your own words, apply your knowledge to real-world situations.  See "Levels of Learning"
- Trade and discuss your questions with a partner and/or a group.

## Review

- Fill in gaps and correct misunderstandings; resources include your TA, professor, other students, text.
- Put main ideas of lectures and readings into your own words.

## Create

- Organize your information into different formats: outlines, charts, diagrams, flashcards, timelines, flowcharts.
- Use structures that show relationships within/between material: similarities, differences, comparisons, hierarchies, chronologies.