

GOLD



PREPARE FOR CLASS

Bring all necessary tools (i.e. paper, pens, pencils, highlighters, computer, etc.) and read assigned materials beforehand. Eating or using the restroom before class begins can also help you to concentrate.

TAKE NOTES

Handwrite notes while reading textbooks or attending a lecture. Research shows that handwriting notes helps you remember them better than typing on a computer.

REVIEW NOTES AFTER CLASS

Paraphrase the content that was presented and make sure you understand the “big idea” of the meeting or lecture.

MAKE TIME FOR HOMEWORK

Homework is meant to reinforce concepts learned in class. Completing assignments on time will help you gauge what material you need to spend more time studying.

ELIMINATE DISTRACTIONS

Eliminating distractions could mean avoiding cell phones, TVs, friends, family, snacks, or any other items that could disrupt your studying.

TAKE BRAIN BREAKS

Although it may be tempting to study for hours at a time, it can be beneficial to take a short mental break about every hour.

PLATINUM



ALL GOLD TIPS PLUS:

MAKE A STUDY PLAN

Develop a daily and weekly routine that includes time for reviewing materials. Studying at the same time each day and in the same place can improve your productivity.

MAKE GOALS AND TO-DO LISTS

Write down what you hope to achieve in your studies and the steps you will need to take to accomplish it.

SET UP A STUDY AREA

Find a place quiet and comfortable place to study. Make sure there is good lighting and that everything you might need is readily accessible (i.e. research materials, textbooks, notes, Internet connection, etc.)

SPACE OUT STUDYING

Procrastinating and then cramming right before a test will not help you to be successful. Start early and give yourself plenty of time to comfortably review the materials.

DIAMOND



ALL GOLD & PLATINUM TIPS PLUS:

KNOW YOUR NOTES

Know the material in your notes well by rewriting or organizing them, writing a table of contents for the important topics, or making flash cards and diagrams of key points.

FORM A STUDY GROUP

Exchange contact information with your peers and get together often to review material. Studying in a group will allow you to teach concepts to others and help solidify the information in your own mind. This will also come in handy if you ever miss a class or need clarity on a topic.

PRACTICE

Before the big day, take practice exams to make sure you are as prepared as possible. Repeat easier problems or exercises to help build confidence.

TAKE CARE OF YOURSELF

It will be impossible to do your best if you are not fed and well rested.