Suggested study strategies for using time wisely and improving study habits for better results
Time Management Tips
Start taking control of your study rituals and habits if you have a tendency to leave things for the last minute

- Practice self-discipline
- Establish a routine
- Stick to it!
Learn to say NO

• Social distractions are some of the major causes of procrastination in school
• Refusing these distractions can drastically improve effective time management as well as your study habits
Study for a maximum of 2 hours at a time

- Your brain starts shutting down after a certain point, and any further studying will prove to be ineffective.
- Study in 2-hour increments and take long breaks in between.
Take advantage of daylight hours to study

- Natural light is more conducive to learning
- Utilize breaks between classes for studying, and take advantage of on-campus study accommodations
- You might find fewer distractions for studying during the daytime hours
Establish a schedule and use a planner

- Schedule your weekly assignments, activities, and allotted study times each day
- Outline your semester schedule to show midterms, due dates, finals, and other major events or activities
  - A good schedule keeps you from wandering off track
Prioritize

- List daily and weekly everything you need to accomplish and study
- Prioritize them: must do, should do, could do
- Again, stick to it!
Try the 30-3-2 schedule

1. Study for 30 minutes
2. Take a 3-minute break; think about other things
3. Review for 2 minutes upon returning
4. Preview what is yet to come

Study * Break * Review * Preview * Study
Employ the principles of self-reward

• Treat and reward yourself for working hard
• Forfeit some free time if you don’t fully accomplish your planned tasks
• When unexpected events arise that take away from your planned study time, make sure to re-arrange your study schedule to compensate for lost time
Study Tips
Get involved

- Attend as many academic support activities and workshops as possible
- They are generally free and always helpful
- Visit the SKILL Center/Tutoring Center for weekly help with course work
Try studying with quiet music

- Instrumental music is ideal for establishing a studious atmosphere
- It can enhance your concentration, contrary to popular opinion
- Avoid lyrics and distracting commercials (radio, etc.)
Divide and Conquer

- Break large tasks into smaller units to eliminate how daunting the tasks seem
- As you complete each small unit, move onto the next one
- Before you know it, you’ll be done
Prepare portable study materials

- Use flashcards, notes, other study materials to carry with you to be able to study and review on-the-go
- It will allow you to make better use of your free time and wait time
Find a quiet study space

- Must be quiet, comfortable, and large enough to have easy access to all necessary study materials
- Avoid overly-comfortable couches and chairs
- Using the library, study lounges, or private study rooms are ideal
- Get rid of clutter and all distractions—above all: NO FACEBOOK, NO TV
Tutoring is not a negative thing; it can substantially benefit students who are in need of assistance.

Students who get good grades seek assistance from professors, peers, tutors, etc.

Get help before the academic damage is irreversible.
Take advantage of study groups

- Studying with peers might be hugely beneficial for some students, but make sure everyone stays on task.
- Distractions and digressions sometimes occur, use study groups wisely.
- Be certain that a group study atmosphere is helpful for YOU.
Set goals

- In writing, set realistic and specific goals with timelines
- Describe the purpose and the achievement benefits
- Set specific strategies for accomplishing each goal
- Evaluate your progress periodically
- Visualize your goals frequently
- Follow through on all strategies
- Celebrate when you have achieved your goals
  - Are you willing to make the necessary sacrifices to accomplish your goals?