

# Academic Success Center

# Study Process

Prep

Daily

Weekly

Check

**Focus:** Preview, attend, and review

**Ask yourself:** “How am I going to give time and attention to learning new course material?”

## Suggestions and Examples

### Before Class

- Check myCourses
- Gather class materials
- Mark the text/take notes on text
- Create questions
- Attend office hours
- Use to do lists
- Use study centers
- Preview
- Brainstorm
- Eliminate digital distractions

### During Class

- Take notes – leave space in notes
- Complete notes
- Ask questions/answer questions
- Color code
- Eliminate digital distractions

### After Class

- Mark the text/take notes on text
- Work on homework assignments by breaking tasks into smaller components
- Attend office hours
- Ask questions/answer questions
- Use to do lists
- Use study centers
- Identify gaps in knowledge
- ASAP after class, rewrite/supplement and clean up your notes
- Summarize notes
- Read relevant reading materials, underline concepts, summarize main ideas
- Use the Pomodoro Technique
- Read chapter summaries
- Proofread
- Review flash cards, mind maps, note summarizations
- Sleep on it
- Eliminate digital distractions
- Pace yourself – schedule break time
- Think like the professor