

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
- Preview class materials:
 - Annotate text/take notes
 - Create questions
- Organize class materials and pack your bag

During Class

- Take notes – leave space for later
- Practice active listening
- Participate in class discussions and activities
- Eliminate digital distractions

After Class

- ASAP after class – complete notes:
 - Annotate, clean up, and color code
 - Summarize notes
- Read assigned/suggested material
 - Annotate reading/take notes
- Read chapter summaries
- Attend office hours and use study centers
 - Ask questions/answer questions
- Identify gaps in knowledge
- Complete homework assignments
- Manage your time
 - Break tasks into smaller components
 - Use to do lists
 - Use the Pomodoro Technique
 - Pace yourself – schedule break time