1 Daily

- Go To Class
- Take Notes
- Read Textbook
- Do Homework
- Practice Content
- Get Help

2 Weekly

Consolidate course content

3 Final/Test

- How well do I know this content?
  - I already know it
  - I sort of know it
  - I don't know it

- Review it
- Study/practice it
- Skip it

✅ Go back through old material
✅ Self-test by creating practice exams for yourself
Get organized:
• Choose from outline, bullets, mind mapping, narrative, Cornell or note cards.
• Use one notebook per course
• Use a new page for each day of notes
• Date each set of notes
• Label each set of notes with the topic

Leave space:
• Leave gaps so you can fill in information later that you missed or are confused about

Practice:
• Do example problems and compare your solutions to the in-class example’s steps and results

Say it out loud:
• Repeat your notes out loud word for word or paraphrase information with a study partner

Color code:
• Use colored pens and highlighters to show important information

Create or draw:
• Mind maps, charts, and pictures

Predict
• Predict test questions according to how you are going to be tested

Reformat notes:
• Compare and combine test notes and lecture notes
• Rewrite notes, but don’t copy them; rewrite them into Cornell format
• Identify areas for clarification

Before lecture:
• Get to class 5 minutes early and take time to review your notes and any questions you have about the material from the previous day

After lecture:
• Draw a line under your notes and write 2-3 sentences that summarize what concepts were covered and why they were important
• Review your notes and indicate any areas that you do not understand
• Write down any questions you have about content in your notes

Skim:
• For quick review look at objectives, summaries, pictures, bold terms, and headings

Preview:
• Read the intro/objectives and summary
• Skim headings, pictures, and questions

Chunk it:
• Identify specific areas to focus on
• Read for mastery (don’t try to read the entire chapter at once)

Question:
• Turn headings and objectives into questions

Read:
• Read for main points and key ideas, vocabulary, formulas, and concepts

Mark:
• Underline key works and phrases
• Write notes in the margins

Use Post it notes:
• Use them to summarize important information

Map it:
• Create a mind map to show organization of topics

Outline:
• Create an outline using headings and include important details as you read

Reread:
• Reread your underlines and margin notes to look for key points

Integrate:
• Add important information to your lecture notes—use a color coded system to show the notes you added are from your text
### Learning and Study Process

*Academic Success Center*

**2 Weekly**

Creating study aids that organize and consolidate the course information in a format that suits your learning process and style.

<table>
<thead>
<tr>
<th>Ask Questions</th>
<th>Create Visuals</th>
<th>Map It</th>
<th>Organize Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seek clarity on areas you are unsure about with professors, classmates, and other resources.</td>
<td>Create charts, tables, or pictures to organize information and review.</td>
<td>Draw a visual representation of the information.</td>
<td>Make concept sheets. Sort by formulas, vocabulary, concepts, and examples.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outline It</th>
<th>Summarize</th>
<th>Make Connections</th>
<th>Practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make a master outline.</td>
<td>Write a chapter summary and compare it to the text summary.</td>
<td>Consider how the information relates to you; develop real-world examples.</td>
<td>Do example problems and compare your solutions to the example’s steps and results.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Make Questions</th>
<th>Teach</th>
<th>Learn Vocabulary</th>
<th>Memorize It</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turn headings and objectives into questions, write questions on flashcards to quiz yourself.</td>
<td>Explain topics and concepts to study groups, partners or someone not familiar with the topic.</td>
<td>Make a 3-column vocabulary list with examples or diagrams; create Flashcards with definitions and examples.</td>
<td>Make lists and flashcards for information that needs to be memorized.</td>
</tr>
</tbody>
</table>
Final review is pre-test review. Determine your strengths and weaknesses and then put together a plan for success.

PRACTICE IS KEY

3-5 DAYS

Time to start reviewing prior to the test date.

MAKE A CHEAT SHEET

Most Important Information
- Concise Notes
- Formulas
- Short Phrases
- Important Dates
- Diagrams
- Vocabulary
- Venn Diagrams

TEST YOURSELF

Answer questions you formulated or questions given to you. Test yourself with questions you anticipate to be more difficult than the questions on the exam.

USE YOUR RESOURCES

Talk with professors, tutors and friends about the content you still don’t understand.

STUDENTS WHO STUDY USING ACTIVE RECALL TECHNIQUES TYPICALLY PERFORM 50% BETTER (RECALLING INFORMATION FROM MEMORY)

OVERLEARN IT

STUDY → GOT IT? → STUDY IT ONE MORE TIME

3 Final

TIME IT

Do practice under the same timed conditions you will experience when being tested.

STUDY IT ONE MORE TIME

Do problems from previous quizzes and exams, review the most difficult material again.