

# Daily

- Focus is to preview, attend, and review
- Ask yourself how you are going to give time and attention to learning new course material

## Suggestions and Examples

### Before Class

- ☐ Check myCourses
- ☐ Plan to go to class
- ☐ Mark the text/take notes on text
- ☐ Create questions
- ☐ Use office hours
- ☐ Use to do lists
- ☐ Use study centers
- ☐ Preview before class
- ☐ Brainstorm

### After Class

- ☐ Mark the text/take notes on text
- ☐ Do homework
- ☐ Work on homework assignments by breaking tasks into smaller components.
- ☐ Use office hours
- ☐ Ask questions/answer questions
- ☐ Use to do lists
- ☐ Use study centers
- ☐ Identify gaps
- ☐ ASAP after class, rewrite/supplement and “Clean up” your notes
- ☐ Color code
- ☐ Summaries notes
- ☐ Read relevant reading materials, underline concepts, summarize main ideas.
- ☐ Pomodoro Technique
- ☐ Ivy Lee Method

### During Class

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

- ☐ Brainstorm
- ☐ Read chapter summaries
- ☐ Revise and edit notes
- ☐ Proofread
- ☐ Review flash cards, mind maps, note summarizations
- ☐ Sleep on it
- ☐ Eliminate digital distractions
- ☐ Pace yourself – schedule break time
- ☐ Think like the Professor