

STUDY & TIME MANAGEMENT STRATEGIES

Time Management

- The day you get a lecture is the day you start studying for the exam (don't let lectures build up).
- Study a minimum of 2-3 classes per day with no class going untouched for more than 1-2 days.
- Review new lectures for the first time within 24 hours.
- Prepare for any exams the weekend before to allow time during the week to stay up to date with new material (aim to feel 75%-90% ready for the week's exam(s) by Sunday night).

Before Lecture

- Pre-read/preview the lecture by reviewing the learning objectives and main headings (10-15 min max).
 - Creates a roadmap in your mind, which allows you to engage more during lecture.

During Lecture

- Write very little during lecture – writing takes attention away from processing what you are learning.
 - For many lectures, what is presented is already written for you in the note packet/slides.
 - Re-writing is very passive and you get little out of it.
- Give yourself a task for each slide (ex: rate your understanding of each slide (3,2,1), put a checkmark next to concepts you understand and a question mark next to concepts that you need to clarify, etc.).
- Sit in the front row and away from people who may distract you.

Study Strategies

- Verbally assess yourself as a means of studying everyday
 - Look at a heading and cover everything under it with your hand – can you explain/talk through all the information related to that heading without looking? Make connections? Apply info?
 - If so, that is a good indication that you understand the material.
 - If not, you may only be familiar with the material (you recognize it when you see it, but you cannot retrieve the information with no hints/peaking).
 - Explain the material to someone or something – we often realize that we don't know things as well as we thought when forced to verbalize material (vs. keeping it all in your head).
 - Change note packet headings into questions by adding a "who, where, what, when, why, how" and answer.
 - Use the learning objectives provided and answer them verbally or in writing.
 - Condense and summarize information into your own words.
 - Put information into structures that make sense to you (chart, diagram, outline, etc.).
 - Create a concept map to help make connections between concepts.
 - Make meaningful connections to things already in your long-term memory (Mnemonics, connections to everyday things you are familiar with, etc.)
 - Form a study group or study with a partner.
- ** Keep in mind that re-writing in any form takes a lot of time – consider using materials given vs. re-writing.

Reminders

- The time spent studying does NOT reflect your understanding of the material – how you engage with the material does!
- Try chunking your study time into 2-3 hour blocks of time and take short breaks between blocks.
- Change the material you are studying after each break – switching subjects can help our brain re-focus.
- Think about when you study – you should be studying your hardest material during the time you are most alert.

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