

A Collection of Study and Test-Taking Strategies

Set a realistic study schedule and begin studying early

... Short study sessions spread out over time are more efficient and effective than a single period of condensed study. Also, begin your study sessions with a quick review of the material you've previously studied, so that this previous material stays fresh even though you studied it in detail weeks before the test. If you learn a little each day and allow plenty of time for repeated reviews, you will enhance your long-term memory. Avoid the temptation to cram for tests; your short-term memory hasn't enough space for all that you need to know.

Identify what concepts are most important

... Set priorities and study the most important concepts first.

Try to identify the content of the questions you will be asked

... Anticipate test questions. Ask yourself: "If I were making up this test, I would probably ask...", and then answer these questions. Also, if time permits, try writing some multiple-choice test questions.

Do not simply memorize facts

... You will have to go beyond straight memorization. Concentrate on understanding the material taught; compare it, contrast it, and interpret its meaning. Focus on understanding the ideas and concepts in the course which knit the facts and details together. You must be more than familiar with the material; you must be able to write it down, talk about it, analyze it, and apply it. If there are graphs, tables, or figures on the test you will be asked to interpret data.

Actively summarize

... For each major concept, integrate information from your lecture notes, the lecture presentations, text in the printed guide, and required readings onto a summary sheet by diagramming, charting, outlining, categorizing in tables, or writing paragraph summaries of the information. Your studying should also focus on defining, explaining, and applying terms.

Study with other well-prepared students

... These study sessions will give you the opportunity to ask questions and further your understanding of the course material.

Review past tests...

... to experience the style of questions that have been asked in the past, as an indication of what you might expect, and to determine the level of thinking required (recognition, synthesis, analysis, application) and the degree of difference between incorrect and correct responses. But don't spend too much time on this. Your time is better spent mastering the present material.

Controlling Test Anxiety

Be prepared emotionally and physically, as well as intellectually

... Be prepared to do your best. Prepare your brain for optimum performance by keeping your physical resources well maintained. Get a good night's rest before the test. Eat well balanced meals; avoid fasting and do not take stimulants you are not accustomed to (e.g., coffee, soft drinks, chocolate). And keep up with your regular exercise.

Stay away from others right before the test

... Anxiety is highly contagious. It is best to focus on what you know rather than on what you don't know. Reinforce your strengths and confine your weaknesses. For this reason it is also best not to study new material the night before a test.

Arrive at the test room early

... Give yourself enough time to select a seat and calm down before the test papers are distributed. Select a seat where the lighting is best (frequently near the front of the room) and where your view of other students will be minimized. Remember to a bottle of water and more than one pencil. Dress warmly and comfortably (and in layers, so you can put on your sweater if you're cold).

Don't expect to know everything

... It is highly unlikely that any student will answer all questions correctly. Remember that a grade of 75% on a test, which is evidence of a good grasp of the subject matter, means that 25% of the questions were answered incorrectly. So, don't panic if you see a question you did not anticipate or prepare for. Use everything you know about the content of the course and your own reasoning ability to analyze the question and identify a logical answer.

Strategies During the Test

Preview the test

... Preview the whole test before beginning to answer any questions. Make sure your copy has no missing or duplicate pages. Read the directions carefully.

Start with questions you can readily answer...

... to build your confidence and to save time for the harder ones. When you identify a correct response carefully mark this on the question paper. If you are unable to make a choice and need to spend more time with the question, or you answered the question but are not at all sure that you made the correct choice, put a big question mark beside that question, and move on to the next. Avoid getting bogged down on one question part of the way through the exam. It is much better to move on and finish all of those questions that you can answer and then to come back later to process the problematic questions. Sometimes the answer will occur to you simply because you are more relaxed after having answered other questions.

Plan your time and pace yourself

... Allocate your time. For example, for a 90-minute test with 50 questions plan to spend about 1 to 2 minutes per question (as all test questions in BIO150Y are equally weighted). If you cannot answer a question within this time, skip it and come back to it later. Set progress points at the beginning of the test and use them to monitor your progress, such as, know what question you should be answering at the 30-minute mark.

Allocate time to review your answers...

... and to transfer your answers to the computer sheet. It is best to transfer all responses to the answer sheet at the same time once you have answered all questions on your question paper (thus reducing the probability of making a mistake). Note however that you will not be given additional time at the end of the test to transfer your answers.

Read each question carefully

... Multiple-choice tests also examine your ability to read carefully and thoughtfully, as much as they test your ability to recall and reason.

- **Identify key words**

Circle or underline key words, such as "all," "always," "never," "none," "not," "few," "many," "some," and "sometimes."

- **Identify subject area**

Identifying what lecture, reading, or laboratory exercise the question is from might help you narrow the choice of possible responses. (On many tests the questions are scrambled and do not follow the order that topics were presented in lectures or labs.)

- **Identify what is being asked**

Answer each question as the professor intended, that is, within the context of the course material that was taught.

- **The "cover up" strategy**

Some students find it helpful to read the question and try to recall the answer from memory before looking at each of the five responses.

- **The "true/false" strategy**

Identify if the question is looking for a true or false statement. Then label each of the five responses as "true" or "false" and eliminate those that do not correctly complete the question.

Read each of the five responses...

... and don't just stop when you come upon the one that seems likely.

- **Don't select a response just because you remember learning the information** in the course; it may be a "true" statement in its own right, but not the correct answer to the question.
- **Don't dismiss a response because it seems too obvious and simple an answer;** if you are well prepared for the test, some of the questions may appear very straight forward.
- **Don't be persuaded by fancy terms** in the question; don't say to yourself, "That sounds impressive, so it must be the right answer."
- As you read through the possible responses, **mark off the ones you know are wrong.** This will save time if you have to come back to the question later.

Should I change an answer?

... Change answers only if you have a good reason for doing so. (Changing your answer from response "b" because you selected "b" to the previous two questions is not a good reason.) The origin of the myth that students most often change correct answers to wrong answers is probably that it is the wrong answers that students remember most when reviewing the test (for you are less likely to remember the answers you changed from "wrong" to "right").

If two responses appear to be equally correct...

... eliminate the response that appears to be least related to the question being asked. Remember, you are looking for the best answer, not only a correct one. Some responses may be correct but are not directly related to the question.

If you are not certain of an answer, guess...

... as there is no penalty for wrong answers. Eliminate the responses you know are incorrect. Narrow down your selection to two responses and then compare them and identify how they differ. Finally, make an informed guess.

Students with better study methods and strategies score higher on their exams.

- ✓ **Everyone is different**, different methods work for different people the following are only suggestions on improving upon your current studying techniques.
- ✓ It is best to **review the material right after class** when it's still fresh in your memory.
- ✓ **Don't try to do all your studying the night before the test.** Instead space out your studying, review class materials at least several times a week, focusing on one topic at a time.
- ✓ **Have all of your study material in front of you:** lecture notes, course textbooks, study guides and any other relevant material.
- ✓ **Find a comfortable and quiet place to study** with good lighting and little distractions (try avoiding your own bed; it is very tempting to just lie down and take a nap).
- ✓ **Start out by studying the most important information.**
- ✓ **Learn the general concepts first**, don't worry about learning the details until you have learned the main ideas.
- ✓ **Take notes** and write down a **summary of the important ideas** as you read through your study material.
- ✓ **Take short breaks frequently.** Your **memory retains the information** that you study **at the beginning and the end** better than what you study in the middle. .

✓ **Space out your studying**, you'll learn more by studying a little every day instead of waiting to cram at the last minute. By studying every day, the material will stay in your long-term memory but if you try to study at the last moment, the material will only reside in your short-term memory that you'll easily forget.

✓ Make sure that you **understand the material well**, don't just read through the material and try to memorize everything.

✓ If you choose to study in a group, **only study with others who are serious** about the test.

✓ **Test yourself or have someone test you** on the material to find out what your weak and strong areas are. You can use the review questions at the end of each chapter or practice tests the teacher may give out as well as other materials.

✓ **Listening to relaxing music such as classical or jazz on a low volume** can relieve some of the boredom of studying.

✓ **Don't study later than the time you usually go to sleep**, you may fall asleep or be tempted to go to sleep, instead try studying in the afternoon or early evening. If you are a morning person **try studying in the morning**.

Cramming Techniques for Exams

Cramming for exams should be avoided at all costs. You should only cram for an exam as a last resort. It's hard to take in and retain a large amount of information in a short period of time. Some of the tips on studying and preparing for a test may overlap with the cramming techniques below.

✓ **Eat some food** to give you energy to study but **avoid consuming excess sugar** which will make you hyper and will make it more difficult to study.

✓ An **apple** does a **better** job at keeping you focused and awake **than caffeine**.

✓ Find a **well lit place with no distractions** around to study but don't get too comfortable or you may fall a sleep.

✓ Keep a **positive attitude**, it is easier to study when you are **relaxed** than when you are stressed out.

✓ Since your time is limited you have to choose what you study. Don't attempt to learn everything, **focus on things that will get you the most points on the exam**.

✓ **Focus on the main ideas and learn key formulas. Skip the details** for now and only come back to them if you see that you have time after you have learned the key points.

✓ **Write down the key ideas/formulas on a sheet of paper** and keep on studying from that sheet, repetition is important.

✓ **Highlight the important points in your notes**, and text and focus on that.

✓ **Read the chapter summaries** (they usually do a good job at summarizing the important points). If there're no chapter summaries then **skim through the text and write down key ideas**.

✓ Study from **past tests, review questions, homeworks & review sheets**.

✓ Take at least **one five minute break an hour** so that you can gather your thoughts and let your brain relax.

✓ If time permits, try to get at least 3 hours of sleep (one sleep cycle) before the exam so that you don't fall asleep when taking your exam. Don't forget to set your alarm!

Reducing Test Taking Anxiety

Test anxiety is when a student excessively worries about doing well on a test. This can become a major hindrance on test performance and cause extreme nervousness and memory lapses among other symptoms. The following are tips on reducing test taking anxiety.

✓ **Being well prepared for the test is the best way to reduce test taking anxiety.**

✓ **Space out your studying over a few days** or weeks and continually review class material. **Don't try to learn everything the night before.**

✓ Try to maintain a **positive attitude** while preparing for the test and during the test.

✓ **Exercising for a few days before the test will help reduce stress.**

✓ **Get a good night's sleep before the test.**

✓ **Show up to class early** so you won't have to worry about being late.

✓ **Stay relaxed**, if you begin to get nervous **take a few deep breaths** slowly to relax yourself and then get back to work.

✓ **Read the directions slowly and carefully.**

✓ **If you don't understand the directions on the test, ask the teacher to explain** it to you.

✓ **Skim through the test** so that you have a good idea how to **pace yourself**.

✓ **Write down important formulas, facts, definitions and/or keywords in the margin first** so you won't worry about forgetting them.

✓ **Do the simple questions first** to help build up your confidence for the harder questions.

✓ **Don't worry about how fast other people finish their test;** just concentrate on your own test.

✓ **If you don't know a question skip it for the time being (come back to it later if you have time),** and remember that you don't have to always get every question right to do well on the test.

✓ **Focus on the question at hand.** Don't let your mind wander on other things.

✓ **If you're still experiencing extreme test anxiety after following these tips, seek help from your school counselor.**

Multiple Choice Exam Tips

General Rule: Underline key terms and clue words in the stem. When you run into vague terminology, **define in your own words. Think of the correct answer and then look for it among the alternatives.**

1. Don't guess too soon! You must select not only a correct answer, but the **best answer**. It is therefore important that you **read all of the options** and not stop when you come upon one that seems likely.

2. You must select not only a technically correct answer, but the most completely correct answer. Since "**all of the above**" and "**none of the above**" are very inclusive statements, these options, when used, **tend to be correct more often than would be predicted by chance alone.**

3. Be wary of options which include unqualified absolutes such as "**never,**" "**always,**" "**is,**" "**are,**" "**guarantees,**" "**ensures.**" Such statements are **highly restrictive** and very difficult to defend. They are rarely (though they may sometimes be) correct options.

4. It is a myth to think that the longest answer is correct that is not always the case.

5. Be wary of the extra-long or "jargony option." These are frequently used as decoys.

6. Use your knowledge of common prefixes, suffixes, and word roots to make intelligent guesses about terminology that you don't know. A knowledge of the prefix "hyper," for instance, would clue you that hypertension refers to high, not low, blood pressure.

7. Be alert to give-aways in grammatical construction. **The correct answer to an item stem which ends in "an" would obviously be an option starting with a vowel. Watch also for agreement of subjects and verbs.**
8. Utilize **information and insights that you've acquired in working through the entire test** to go back and answer earlier items that you weren't sure of.
9. If you are not certain of an answer, **guess...** but do so **methodically. Eliminate some choices you know are incorrect**, then relate each alternative back to the stem of the question to see if it fits. **Narrow down the choice** to one or two alternatives and then compare them and identify how they differ. Finally, make an informed guess.
10. If you have absolutely no idea what the answer is, can't use any of the above techniques, and there is no scoring penalty for guessing, choose option **B** or **C**. Studies indicate that these are correct slightly more often than would be predicted by chance alone.
11. When you get "all the above," "none of the above," or "a,b, not c" type questions, treat each alternative as a true-false question and relate it back to the question stem.
12. **Think the answer is wrong? Maybe you should change it? Studies indicate that when students change their answers they usually change them to the wrong answer.** Therefore, if you were fairly certain you were correct the first time, leave the answer as it is.
13. Finally, **the best way to ensure selection of the correct option is to know the right answer.**
- PREPARE!**

Essay Test Tips

Most of your finals will have an essay component. Here are some tips to help you do your best on the writing portion.

1. Relax

When faced with a time limit, we may be tempted to try composing an essay before we've composed ourselves. Resist that temptation. Breathe in, breathe out. Take a few minutes at the start of the exam period to read and think about each question.

2. Read the instructions

Make sure that you read the instructions carefully: know from the start how many questions you're supposed to answer and how long your answers are expected to be.

3. Study the topic

Read the topic several times, looking for key words that indicate how you should develop and organize your essay:

- **state:** present the main points in a logical order
- **list, enumerate, trace:** be brief and to the point, as if you're making an outline
- **summarize, review:** give a short version of the main points
- **discuss, criticize, evaluate, justify:** use specific facts and examples to back up your judgments
- **show, explain:** present specific points clearly and logically in step-by-step order

4. Set up a time schedule

Calculate the time you have in which to write the essay, and set up a schedule. While working under a one-hour time limit, for instance, you might designate the first five or ten minutes for discovering ideas and planning your approach, the next forty minutes or so for writing, and the last ten or fifteen minutes for revising and editing. Or you might allot a shorter period to the initial drafting and devote more time to revising the essay. In any case, plan a realistic schedule—one based on your own writing habits—and then stick to it.

5. Jot down ideas

Trying to write an essay before you have figured out what you want to say can be a very frustrating and time-wasting experience. Therefore, plan to spend a few minutes jotting down your thoughts in any fashion that works for you: freewriting, listing, outlining.

6. Start with a strong first sentence

Don't waste time composing a long introduction. Clearly state your main points in the first sentence. Use the rest of the essay to support and illustrate these points with specific details.

7. Stay on track

As you're writing the essay, now and then reread the question to make sure that you haven't wandered off course. Don't pad your essay with information unrelated to the topic. And don't try to bluff your instructor by repeating information using different words. Cut the clutter.

8. Don't panic

If you find yourself running short on time, don't worry about crafting a lengthy conclusion. Instead, consider *listing* the key points you still want to make. Such a list will let your instructor know that lack of time, not lack of knowledge, was your problem. In any case, if you're pressed for time, a simple one-sentence conclusion emphasizing your main point should do the trick. Do *not* panic and begin writing frantically: your hasty work at the end could undermine the value of the rest of the essay.

9. Edit and proofread

When you've finished writing, take a few deep breaths and then read over the essay, word by word: revise and edit. As you reread, you may find out that you've left out an important piece of information or that you need to move a sentence. Go ahead and make the changes—carefully. If you're writing by hand (rather than on a computer), use the margins to locate new information; use an arrow to redirect a sentence. Make sure that all of your corrections are clear and easy to read.

After the Test

Learn from returned tests...

... to better prepare for future tests. When a graded test has been returned, rework your errors trying to reason out why the correct answers were correct. Identify why you might have missed a question. Did you fail to read it correctly? Did you fail to prepare for it? Was the test at a more difficult level than you prepared for? Did you run out of time? Did you have any problems with anxiety before or during the test? If you did not do as well as you expected on a test, examine the way you prepared and adjusted your style of learning and studying to equip yourself to do better on future tests.

**The single best way to do well on tests is to
know the right answers!**

Tips for Success: Mastering Multiple-Choice Tests

Doing well on tests requires a solid understanding of the course content, as well as a positive attitude and strategic planning and thinking. This document contains tips on how to do well on multiple-choice tests.

Preparing for Tests

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Plan your time and pace yourself

... Allocate your time. For example, for a 90-minute test with 50 questions plan to spend about 1 to 2 minutes per question. If you cannot answer a question within this time, skip it and come back to it later. Set progress points at the beginning of the test and use them to monitor your progress, such as, know what question you should be answering at the 30-minute mark.

Allocate time to review your answers...

... and to transfer your answers to the computer sheet. It is best to transfer all responses to the answer sheet at the same time once you have answered all questions on your question paper (thus reducing the probability of making a mistake). Note however that you will not be given additional time at the end of the test to transfer your answers.

Read each question carefully

... Multiple-choice tests also examine your ability to read carefully and thoughtfully, as much as they test your ability to recall and reason.

- **Identify key words**
Circle or underline key words, such as "all," "always," "never," "none," "not," "few," "many," "some," and "sometimes."
- **Identify subject agreement**
Identifying what lecture, reading, or laboratory exercise the question is from might help you narrow the choice of possible responses. (On many tests the questions are scrambled and do not follow the order that topics were presented in lectures or labs.)

Test preparation to reduce anxiety

An Overview

1. **Be prepared!** Learn your material thoroughly and organize what materials you will need for the test. Use a checklist
2. **Choose a comfortable location for taking the test** with good lighting and minimal distractions
3. **Allow yourself plenty of time**, especially to do things you need to do before the test and still get there a little early
4. **Avoid thinking you need to cram just before**
5. **Strive for a relaxed state of concentration** Avoid speaking with any fellow students who have not prepared, who express negativity, who will distract your preparation
6. **A program of exercise** is said to sharpen the mind
7. **Get a good night's sleep** the night before the exam
8. **Don't go to the exam with an empty stomach**
Fresh fruits and vegetables are often recommended to reduce stress. Stressful foods can include processed foods, artificial sweeteners, carbonated soft drinks, chocolate, eggs, fried foods, junk foods, pork, red meat, sugar, white flour products, chips and similar snack foods, foods containing preservatives or heavy spices
9. **Take a small snack, or some other nourishment** to help take your mind off of your anxiety. Avoid high sugar content (candy) which may aggravate your condition
10. **Approach the exam with confidence:** Use whatever strategies you can to personalize success: visualization, logic, talking to your self, practice, team work, journaling, etc. View the exam as an opportunity to show how much you've studied and to receive a reward for the studying you've done.

During the test:

- Read the directions carefully
- Budget your test taking time
- Change positions to help you relax
- If you go blank, skip the question and go on
- If you're taking an essay test and you go blank on the whole test, pick a question and start writing. It may trigger the answer in your mind

- Don't panic when students start handing in their papers. There's no reward for finishing first

Use relaxation techniques if you find yourself tensing and getting anxious during the test:

1. **Relax; you are in control.**
Take slow, deep breaths
2. **Don't think about the fear**
Pause: think about the next step and keep on task, step by step
3. **Use positive reinforcement for yourself:**
Acknowledge that you have done, and are doing, your best
4. **Expect *some* anxiety**
It's a reminder that you want to do your best and can provide energy
Just keep it manageable
5. **Realize that anxiety can be a "habit"**
and that it takes practice to use it as a tool to succeed
6. **After the test, review how you did**
7. **List what worked, and hold onto these strategies**
It does not matter how small the items are: they are building blocks to success
8. **List what did not work for improvement**
9. **Celebrate that you are on the road to overcoming this obstacle**
10. **Check out local centers and resources in your school for assistance!**
11. **If you are aware that you have a problem with test anxiety,**
be sure your teacher or instructor knows before any testing begins .
There may be other options to evaluate your knowledge or performance within the subject matter.

(Ideas found in Study Guides and Strategies www.studygs.net/tstprp8.htm)

Study Skills Self-Diagnosis

Symptoms of motivational problems may fall into a number of categories, such as:

Behavior: you may notice that you are simply not spending as much time as you should on schoolwork (the general guideline is two hours outside of class for every hour in class). You do other things, or simply make excuses for not getting down to work.

Grades: your grades are not as good as they should be, and again, you deduce that you are not putting in the time.

Emotional responses: you feel guilty, bored, resentful, despairing, anxious, and so on, about your school work.

Physical responses: you notice that you feel tired whenever you are supposed to be studying; but this feeling miraculously goes away when you get distracted with an activity that is more fun.

So, "motivation" is a sort of "catch-all" term, that includes all sorts of problems, many of which look very much like others.

Procrastination

**Is your procrastination related to a project?
or is it a habit?**

To remedy procrastination:

1. Begin with one, modest project
2. Answer these basic questions
3. Keep the answers before you as you mark your progress

What do you want to do?

- **What is the final objective, the end result?**
It may be obvious, or not
- **What are the major steps to get there?**
Don't get too detailed: think big
- **What have you done so far?**
Acknowledge that you are already part of the way,
even if it is through thinking!
The longest journey begins with a first step

Why do you want to do this?

- **What is your biggest motivation?**
Do not concern yourself if your motivation is negative!
This is honest and a good beginning.
However, if your motivation is negative,
re-phrase and re-work it until it is phrased positively
- **What other positive results will flow from achieving your goal?**
Identifying these will help you uncover
benefits that you may be avoiding: Dare to dream!

List out what stands in your way

- **What is in your power to change?**
- **What resources outside yourself do you need?**
Resources are not all physical (i.e. tools and money),
and include time, people/professionals/elders, even attitude
- **What will happen if you don't progress?**
It won't hurt to scare yourself a little... **Develop your plan, list**
- **Major, realistic steps**
A project is easier when it is built in stages;
Start small;
Add detail and complexity as you achieve and grow

- **How much time each will take**
A schedule helps you keep a progress chart and reinforce that there are way-stations on your path
- **What time of day, week, etc. you dedicate yourself to work. This helps you**
develop a new habit of working, build a good work environment, and distance distractions (It is much easier to enjoy your project when distractions are set aside.)
- **Rewards you will have at each station**
and also what you will deny yourself until you arrive at each station
- **Build in time for review**
Find a trusted friend, elder, or expert to help you motivate yourself or monitor progress

Admit to:

- **False starts and mistakes as learning experiences**
They can be more important than successes, and give meaning to "experience"
- **Distractions and escapes**
Do not deny they exist, but deny their temptation
- **Emotion**
Admit to frustration when things don't seem to be going right
Admit that you have had a problem, but also that you are doing something about it
- **Fantasy**
See yourself succeeding

Finally, if procrastination is a habit of yours:

Focus on the immediate task and project, and build up from there.

Each journey begins with one step.

Time Management

Strategies on using time:

These applications of time management have proven to be effective as good study habits.

As we go through each strategy, jot down an idea of what each will look like for you:

- **Blocks of study time and breaks**

As your school term begins and your course schedule is set, develop and plan for, blocks of study time in a typical week. Blocks ideally are around 50 minutes, but perhaps you become restless after only 30 minutes? Some difficult material may require more frequent breaks. Shorten your study blocks if necessary—but don't forget to return to the task at hand! What you do during your break should give you an opportunity to have a snack, relax, or otherwise refresh or re-energize yourself. For example, place blocks of time when you are most productive: are you a morning person or a night owl?

- Jot down one best time block you can study. How long is it? What makes for a good break for you? Can you control the activity and return to your studies?

- **Dedicated study spaces**

Determine a place free from distraction (no cell phone or text messaging!) where you can maximize your concentration and be free of the distractions that friends or hobbies can bring! You should also have a back-up space that you can escape to, like the library or even a coffee shop where you can be anonymous. A change of location may also bring extra resources.

- What is the best study space you can think of? What is another?

- **Weekly reviews**

Weekly reviews and updates are also an important strategy. Each week, like a Sunday night, review your assignments, your notes, your calendar. Be mindful that as deadlines and exams approach, your weekly routine must adapt to them!

- What is the best time in a week you can review?

- **Prioritize your assignments**

When studying, get in the habit of beginning with the most difficult subject or task. You'll be fresh, and have more energy to take them on when you are at your best. For more difficult courses of study, try to be flexible: for example, build in "reaction time" when you can get feedback on assignments before they are due.

- What subject has always caused you problems?

- **Achieve "stage one"--get something done!**

The Chinese adage of the longest journey starting with a single step has a couple of meanings: First, you launch the project! Second, by starting, you may realize that there are some things you have not planned for in your process. Details of an assignment are not always evident until you begin the assignment. Another adage is that "perfection is the enemy of good", especially when it prevents you from starting!

- What is a first step you can identify for an assignment to get yourself started?

- **Postpone unnecessary activities until the work is done!**

Postpone tasks or routines that can be put off until your school work is finished!

This can be the most difficult challenge of time management. As learners we always meet unexpected opportunities that look appealing, then result in poor performance on a test, on a paper, or in preparation for a task. Distracting activities will be more enjoyable later without the pressure of the test, assignment, etc. hanging over your head. Think in terms of pride of accomplishment. Instead of saying "no" learn to say "later".

- What is one distraction that causes you to stop studying?

- **Identify resources to help you**

Are there tutors? An "expert friend"? Have you tried a keyword search on the Internet to get better explanations? Are there specialists in the library that can point you to resources? What about professionals and professional organizations. Using outside resources can save you time and energy, and solve problems.

- Write down three examples for that difficult subject above?
Be as specific as possible.

- **Use your free time wisely**

Think of times when you can study "bits" as when walking, riding the bus, etc. Perhaps you've got music to listen to for your course in music appreciation, or drills in language learning? If you are walking or biking to school, when best to listen? Perhaps you are in a line waiting? Perfect for routine tasks like flash cards, or if you can concentrate, to read or review a chapter. The bottom line is to put your time to good use.

- What is one example of applying free time to your studies?

- **Review notes and readings just before class**

This may prompt a question or two about something you don't quite understand, to ask about in class, or after. It also demonstrates to your teacher that you are interested and have prepared.

- How would you make time to review? Is there free time you can use?

Review lecture notes just after class

Then review lecture material immediately after class.

The first 24 hours are critical. Forgetting is greatest within 24 hours without review!

Effective time management aids:

- **Create a simple "To Do" list**

This will help you identify a few items, the reason for doing them, a timeline for getting them done, and then printing this simple list and posting it for reminders.

- **Daily/weekly planner**

Write down appointments, classes, and meetings on a chronological log book or chart. If you are more visual, sketch out your schedule

First thing in the morning, check what's ahead for the day always go to sleep knowing you're prepared for tomorrow

- **Long term planner**

Use a monthly chart so that you can plan ahead.

Long term planners will also serve as a reminder to constructively plan time for yourself

