

Make Study Time Productive

In order to make study time work for you, it's important to know how to make the most of it.

1. Decide which assignments have the greatest priority and start with those. See the Time Management brochure for more information.
2. Start studying before the night gets away from you. Begin well before 7 or 8 p.m.
3. Maintain healthy habits. Eating right, exercising regularly, and getting enough sleep will provide you with the energy you need to study. Make it a rule: no homework after midnight.
4. Read actively. Formulate questions to set a purpose for your reading and then read to find the answers.
5. Test yourself as you study. Use study-guide questions or create study questions from your readings and lecture notes to test your understanding and memory. Did you just look at your notes, or do you really know the material?

Take a Break

Avoid study marathons by taking frequent breaks, which will help refresh you before you move on to more material. Also, attempting to cram all your studying into the night before a test is not going to provide you with the result you are looking for. Starting to study early will allow you more time to understand or to get help with information you are unsure of. Study thoroughly over a reasonable period of time

(a week or two) so that you are fully prepared and confident when you come to take the test.

Review, Review, Review

You will always be ready for a quiz or test if you constantly review. Don't just read over your notes and stop. Analyze what you know and don't know. Ask yourself whether you could explain the main ideas in your reading assignment or lecture notes to someone who has never heard them. See which facts or details you can rattle off without taking time to think about them.

Group Study

Teaming up with friends to study can have huge benefits for your time as well as the quality of your learning and understanding. A group of four to six people is ideal. You can share notes from class, help each other get organized, and explain concepts to each other. Try having each group member write some questions about different sections of the material. Look for study partners who stay alert in class, take notes, ask questions, and respond to the teacher's questions.



Contact the OHS Student Services Department for more information: 608-783-4571 Feb 08

Getting the Most Out of Your Study Time

Study Skills for Success



School District of Onalaska

Comprehensive School Counseling Program

OHS Student Services

Onalaska High School
700 Hilltopper Place
Onalaska, WI 54650

Schedule Your Study Time

The following method for getting organized to study has been useful for many students and does not take much time. It is flexible and can help you to set long-term, intermediate, and short-term time goals.

- 1. Long Term Schedule:** Construct a monthly schedule of your fixed commitments only. These include only obligations you are required to meet every week, e.g., job hours, classes, church, organization meetings, etc.
- 2. Intermediate Schedule - Each week:** Make a short list of MAJOR EVENTS and AMOUNT OF WORK to be accomplished in each subject this week. This may include non-study activities. For example:
 - Quiz Wednesday
 - Paper Tuesday
 - Ball game Tuesday night
 - Finish 40 pages in English by Friday

These events will change from week to week and it is important to make a NEW LIST FOR EACH WEEK. Sunday night may be the most convenient time to do this.

- 3. Short Term Schedule - One per day:** On a small note card each evening before going to bed make out a specific daily schedule. Write down specifically WHAT is to be accomplished. Such a schedule might include:
 - 3:00 - 3:30 Review History

- 3:30 - 4:30 Preview Math and prepare for Quiz
- 4:30 - 5:00 Break
- 5:00 - 6:15 Chap. 5, 6 (History)
- 6:15 - 7:15 Supper

Cross off each item as you accomplish it. Writing down things in this manner forces you to plan your time AND make a commitment to do what you have written down.

Your Study Environment

In order to maximize your concentration and motivation, find a space suited to studying. Some prefer the quiet of a library. Some like music or “white noise,” like a fan running, in the background. Some feel more comfortable studying in the familiarity and comfort of their bedroom. Consider:

1. Is my Study Place available to me whenever I need it?
2. Is my Study Place free from interruptions and distractions? You may have to hang a DO NOT DISTURB sign on the door and shut off your phone, computer, and TV.
3. Does my Study Place contain all the study materials I need?
4. Does my Study Space contain a large enough desk or table?
5. Does my Study Place have enough storage space for study materials and my folders of papers or assignments?
6. Does my Study Place have a comfortable chair and enough light?

7. Does my Study Place have a comfortable temperature? It should not be too warm or too cold.

Get Organized

Your study schedule and space are only part of the equation for effective studying. You’ll need to make sure you have the appropriate tools close by. Here are some tips:

1. Make sure you have what you need near you to avoid having to get up again and again. Pencils, sticky notes, stapler, index cards, highlighters, a dictionary and paper should all be part of your study equipment.
2. Stay organized in your study space by keeping a folder for each class where you can store old tests, homework assignments, and research papers. You will have what you need when it’s time to study for a test. If your materials need to be portable, an inexpensive plastic crate can be your “filing cabinet.”
3. Keep your backpack organized with a different color-coded notebook and folder for each class. You should not have to sort through a pile of papers to find that homework assignment that’s due.

