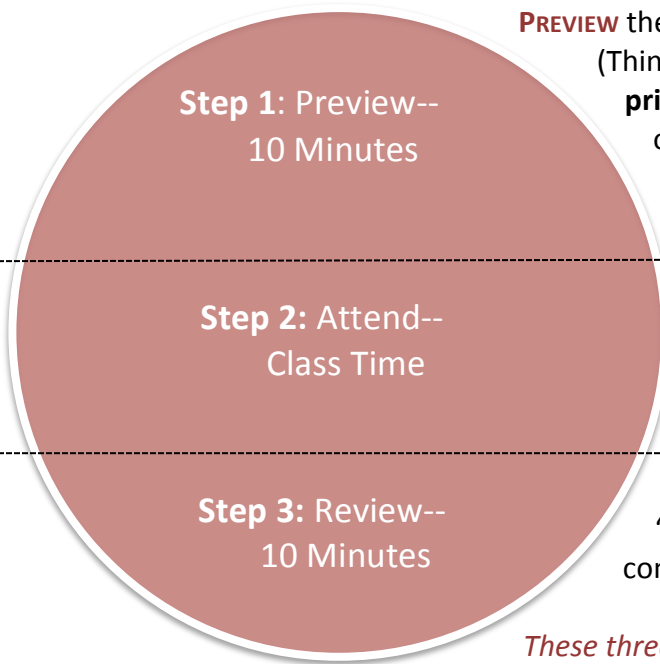


Managing Time: The Study Cycle



PREVIEW the assigned material the night before or the day of the class. (Think of it as a mental “warm-up”.) **Look over bold and italicized print, headings, outlines, formulas, images and graphs.** Read over the summary and other material offered at the end of the chapter. As you “skim” the chapter, ask yourself questions you would like answered in class.

ATTEND CLASS. Ask questions, take creative, meaningful notes. Due to the preview, you will find yourself feeling more confident and “connected” to what is going on. Your notes will be more meaningful and clear.

REVIEW as soon after class as possible. (Think of it as your “cool down”.) Look over you class notes, make sure they are complete and accurate. Mark anything that is confusing.

These three simple steps can improve your short-term learning.

If you have identified some content that is confusing, do some research (take to your instructor, re-read that portion of the textbook, see a tutor, etc.) and correct that portion of your notes. Then, to refresh your memory and promote your long-term memory, review your notes for that entire week at least once a week throughout the semester.

EMPLOY INTENSE STUDY SESSIONS

- ✓ Set a **goal** for the next 30-50 minutes
- ✓ **Study** with focus and attention (organize, map, summarize) to accomplish your goal
- ✓ Take a 5-10 minute **break**
- ✓ **Review** what you just studied

So you have more time? Start again with a new goal . . .

Source: The Center for Academic Success, Louisiana State University, Baton Rouge, Louisiana