Some Good Study Habits

1. Set a Regular Time to Study. Don't delay—have all materials ready. Make up a time schedule for a week (seven days). Plan your study time—and stick to that plan.

2. Have a Regular Quiet Place to Study. No distractions (or as few as possible). Have a dictionary and all other materials handy (pencils, paper, calculator, etc.) A straight-back chair is recommended.

3. Keep a "Things I Have to Do" List. Keep it accurate. List dates that assignments and projects are due. Watch long-term assignments—don't wait until last minute to start.

4. Allow Enough Time for Each Assignment. Start with the toughest or least favorite task. Take a short break now and then. Keep up with assignments, day by day, or within the respective week—at the very least. This avoids your having to "cram".

5. Make Good Use of Time Before and After Class. Review your notes and "fill in" information immediately after class before your memory fades. Refresh your memory before class so you can focus your attention on the topic.

6. Give Full Attention to Your Work. Use every minute of class time profitably. Train yourself to listen—most communication is oral. Pick up on the structure of the lecture or discussion. Be ready to respond. Know and understand the assignments.

7. Read to Understand Ideas, Concepts and Vocabulary. Check that you understand the meaning of each sentence and paragraph. Vocabulary and reading skills are absolutes for success in college and in our society. A dictionary will come in handy.

8. Neatness Always Counts. Make your papers neat, complete and hand them in on time. Ask yourself, is it neat, in ink or typewritten form, on 8 1/2 x 11" white paper—with no grammatical or spelling errors? If not, do it again—correctly!

9. Follow a Study System. (a) Survey the material before reading it; b) Ask yourself questions about the material; c) Read the material and look for answers to your questions; d) Recite the material while underlining, outlining and/or writing a summary; and e) Review from your summary, outline, or underlined material.

10. Be Strict With Yourself. Success is earned through the effort and work. Force yourself to learn the habits that are necessary to achieve success.

IMPORTANT NOTE: If a study skill problem develops, DON'T WAIT! See your instructor—as soon as possible—during his/her posted office hours.