



Time Scheduling

1. Build a weekly calendar for study. Watch this Youtube video and listen to her ideas—studies for her toughest classes in the morning, studies almost every day in short reviews, doesn't cram, stays organized. <https://www.youtube.com/watch?v=8qvrP2Th1ag>
2. Build a 16-week calendar for deadlines and build in exams, projects, and how you'll make the deadline. Post it in an important place and mark off days.
3. Stop multi-tasking—research says that it doesn't work. Put your phone on “do not disturb” and make the most of your time.

Concentration

1. Put your phone on “do not disturb” and put it out of sight (or lock it in another room).
2. Study in 30-minute increments so you can truly concentrate and then take a 5-minute stretch break or tech break—NO LONGER THAN 5 minutes. Try to study 60-90 minutes and then take a bigger break—play soccer, walk around the library, call your mom.
3. Take serious notes, sit close to the front of class, lean-in, and use body language to show that you are concentrating. Meet with the professor during office hours, if needed.
4. Research shows that 8 hours of sleep will help concentration; try to stay on a consistent routine because you can't “make up sleep” later. Sometimes mid-day naps help.
5. Research supports concentrating without TV, internet, or music with lyrics.
6. Enroll in the TLC's Reading in the Disciplines for text-heavy classes. Check the website.

Listening and Note-taking

1. Research shows that taking notes by hand (not typing on your laptop) improves retention and learning, sometimes up to 40%. AND it offers less distractions.
2. Immediately after class, find a quiet spot for 15 minutes and review your notes--expanding on some areas, adding stars or highlights on important items, highlighting new vocabulary; be sure to mark what the professor said was important; if you didn't understand something, check with the professor TODAY or ask a classmate.
3. For your toughest classes, review your notes often and especially right before you go to sleep.
4. Join a TLC study group for a once a week review in text-heavy classes or Math/Science.

Reading

1. Print out the material or buy/rent the textbook. Research suggests that reading on-line takes double the effort. If rented, use post-it notes to make annotations.
2. Preview the assignment before you start—look at titles, subtitles, captions, and write a few questions that you are curious about—engage your brain on the topic.

3. THINK while you're reading—take notes, write in margins, define words, make connections (text-to-text, text-to-self, text-to-world)
4. Read one paragraph and then paraphrase, then the second paragraph and paraphrase.
5. Make sure to read all the examples and display problems as you go.
6. If you have a study guide, complete as you go.
7. If you are in a big rush, read the first and last sentence of each paragraph and paraphrase.
8. After you finish reading, make up test questions—or teach a friend what you learned.
9. Reading speed depends on the topic, your previous knowledge, and how many times you've read it. It doesn't help to re-read without THINKING deeply as you go.
10. Early in the semester, sign up for TLC's Reading in the Disciplines, 1-credit pass/fail.

Exams

1. Ask the professor what will be on the test; ask if there will be a study guide.
2. If you've been studying every day after class, you'll almost be ready for the exam. Don't cram and you need 8 hours of sleep and a good breakfast before the exam.
3. Read through the entire exam first to see which parts are worth more; you can start with the easy sections or the hard sections but watch your time!
4. For essay tests, try to organize your response in a brief outline and use key words to compare/contrast, describe or identify. Start with a short summary or topic sentence and then provide supporting evidence.
5. For multiple choice, IF you don't know the answer, follow these rules:
 - a. Eliminate any answers that you know are wrong by crossing them off.
 - b. Avoid "absolute" words, such as "never" and "always".
 - c. The longest answer is usually the correct one.
 - d. Look for repetitive words in the question and answer and choose that one.
6. Focus in the exam and then celebrate when you're done. When you've received your score, make sure to review what you missed and think about the next exam. If you're not pleased with the outcome, make an appointment with the professor to understand how you can do better next time. Try not to be judgmental but open to suggestions.

Writing Skills

1. Read the prompt and collect some ideas on paper—just start brainstorming.
2. Read the prompt again (to ensure that you are answering the question) and then organize your thoughts into an outline or structure. Make a plan to meet various deadlines.
3. Write a first draft and revise tomorrow; then review and revise again.
4. After you've got a strong draft, read it aloud to catch grammatical mistakes or missing words.
5. Visit the TLC Writing Center for 30 minutes with a tutor; make an appointment by calling 715-346-3568.
6. Finalize your paper and submit—then celebrate.

For additional help, visit the Tutoring and Learning Center in ALB 018 and join group sessions, individual one-on-one sessions, and discussion groups. For an appointment, call 715-346-3568.