

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.