

12 SECRETS TO EFFECTIVE STUDYING

- 1. GET ORGANIZED:** Carry a homework planner at all times. Entering homework, projects, tests and assignments as soon as they are assigned will make sure they are not forgotten about.
- 2. PAY ATTENTION IN CLASS:** It's important to concentrate and avoid distractions when the teacher is speaking. Practice active listening by concentrating on what's being said and taking notes in your own words.
- 3. STEER CLEAR OF DISTRACTIONS:** Be aware of what distracts you in class and know how to steer clear of these distractions. Avoid sitting next to friends if you know they will distract you.
- 4. MAKE SURE NOTES ARE COMPLETE:** Writing clear and complete notes in class will help you process the information you are learning. These notes will also become study notes that can be reviewed before a test. Talk to friends or the teacher if you have missed a class to ensure your notes are complete.
- 5. ASK QUESTIONS IF YOU DON'T UNDERSTAND:** Raise your hand and ask questions if you don't understand something. If you don't feel comfortable asking in front of everyone, write yourself a reminder to talk to the teacher after class.
- 6. MAKE A STUDY SCHEDULE/PLAN:** When making a study schedule, think about the types of questions that will be on the test and the topics that will be covered so you know what you should focus on. Set specific goals for each study session.
- 7. REVIEW NOTES FROM CLASS EVERY EVENING:** After school, review and expand on the notes from class. Reviewing notes helps move material learned from short-term memory into long-term memory, which will help next time you have a big test.
- 8. TALK TO TEACHERS:** Teachers are there to help you do your best. Talk to your teacher and ask for clarification or extra help if you need it before your test.
- 9. DESIGNATE A STUDY AREA:** The best study spot is one that is quiet, well-lit, and in a low-traffic area. Make sure there is a clear workspace to study and write on.
- 10. STUDY IN SHORT BURSTS:** For every 30 minutes you study, take a short 10 to 15-minute break. Short study sessions are more effective and help you make the most of your study time.
- 11. SIMPLIFY STUDY NOTES:** Make studying less overwhelming by condensing notes from class. Underline or highlight key words.
- 12. STUDY WITH A GROUP:** Working with classmates encourages an interactive environment to keep you engaged. This gives you a chance to test your knowledge with others, quiz each other on the content, and help boost each other's confidence.

STUDY SMART, NOT HARD

Knowing how to study effectively is a skill that will benefit you for life. Developing effective study skills requires lots of time and patience. If you follow these tips you'll be on your way to discovering which type of studying works best for you.