

## Tips for Academic Success

- Each night, prepare a list of study tasks that you hope to accomplish the next day.
- Create a schedule for yourself that is flexible but lets you know your weekly time commitments.
- Plan some time each day to accomplish your goals.
- Schedule free time the same way you schedule your work commitments.
- Buy a calendar or appointment book to keep a record of all test dates, assignments, deadlines, appointments, etc.
- Don't sit in a desk that has a clear view out the window.
- If you are studying at the dorm or in the house, find a place that you only use for studying. Keep noise distractions to a minimum. Keep your door closed and avoid all conversations and unnecessary phone calls.
- Keep the surface of your desk and the space immediately surrounding your study area free of visual distractions, such as mementos, photographs, magazines, etc. Have all necessary study materials available.
- Have decent lighting and a good straight back comfortable chair. Avoid studying in bed or stretched out on a couch. Remember – the most effective studying is done in the same place at a regular time.
- Begin with your hardest subject, while your concentration is at its peak. Remember to take a 10-minute break every hour. Do not study in segments longer than 3 hours.
- Begin studying by briefly surveying the material to be learned. Think of this as a “warm up.”
- Remember – if you don't understand why you're learning a subject, it becomes more difficult to learn. Make certain that you understand the material you are studying.
- Be a questioning reader. Ask yourself, “What are the main points the author is trying to tell me?” Read to find the answers to your questions.
- Be actively involved in your studying. Underline and star key words and phrases. Write down important points and definitions. If you are having a hard time concentrating, begin outlining the chapter. By writing, you are learning.
- Don't be afraid to ask your professors for help – that's why they are there.
- Use the test file wisely: don't rely only on old tests when you are studying, for you will fail. Study your notes and text in addition to old tests.
- Remember to eat well and get enough sleep and exercise around exam time. A tired and undernourished body has to work harder to do regular things.