

## Study Tactics Check-list

Students have found the following ideas very useful for learning better in less time. When you sit down to study, review the list and select those tactics you will use. Then use them. Keep track of those that work best for you and make them part of your "study habits."

### Time Management & Goals

1. Underset rather than overset goals.
2. Make up a weekly list of things to accomplish.
3. Make up a "to-do" list for tomorrow and set priorities.
4. Keep track on paper of time studying and what you accomplished.
5. Reward yourself for finishing items on your "to-do" list.

### Reading, Comprehending and Remembering

Focus at least 50% of your study time on "output" of information.

Practise doing what you will be asked to do on the exam.

Set your purpose before beginning to read or study.

Prepare study sheets that reorganise the information in ways that fit your learning style (e.g., Tables, Figures, Flow Charts, etc.).

Practise remembering the information (reciting and writing) without the aid of notes, text or study sheets. Remember you won't have these during the exam.

As you survey a reading selection, formulate questions you will answer as you read. (Who, What, Where, How, Why, Significance).

Form a study group and spend time asking each other questions and "teaching" one another the most important material.

Read selectively to satisfy your stated purpose. When you have, stop, recite and move on to something else and reward yourself.

When reading something you must remember, test yourself by attempting to recite it in your own words.

Study until you can recite it before you underline or write it into your notes.

Use methods of diversion and relaxation that keep you alert and relaxed.

Use a particular spot for STUDY ONLY.

Relate material to your life, job and daily activities.