

## ● **PROBLEM:** I don't know how to study.

### **Before you study:**

- ✓ Read and review materials before class.
- ✓ Attend class.
- ✓ Actively listen and participate.
- ✓ Take notes in class and while reading. Rewrite your notes.
- ✓ Locate a study space where you can focus and have limited distractions.
- ✓ Build a schedule and include study time in every week.

### **Study Method:**

1. **Ask questions:** What should I be studying? How long will it take me to review the material? Allow yourself to schedule mini breaks, if necessary.
2. **Gather study materials** (Books, class notes, syllabus, study guides, etc.).
3. **Read and organize materials.**
  - a. Read through material quickly identifying most relevant information that will help you study.
4. **Condense the materials and prepare an outline of important information** (See Utah State University's [\*CREATING STUDY GUIDES\*](#)).
5. **Review outline.**
6. **Make sense of the information.**
  - a. Try to explain what you have read; Do this out loud to yourself, your study partner, or your study group.
7. **Ask questions:** Did I forget something? Am I having difficulty explaining or understanding a particular thought?
8. **Clarify and review.**
  - a. Go back over your materials and highlight information that you were having trouble remembering.
9. **Ask questions:** Is there anything else that I should add to my outline or study guide? Are there other resources that I should be using?
10. **Review information again and repeat as necessary.**

## ● **PROBLEM:** It's hard to concentrate while studying.

Improving your study time also means finding the right location that is least distracting for you. If you can make study time a routine habit, then you have a better chance of becoming aware of your best study locations and designating that space as a study space, not a social space! Your study spaces may differ depending on the class.

**Try designating a study space for your classes right now...** Build this into your regular routine. If where you are studying now does not work, then choose another

space! Another tip is to try and develop an interest in your studies. See Utah State University's [CONCENTRATION](#) worksheet for additional information.

### ● **PROBLEM:** I study for hours on end and can't remember a thing.

Research shows that the average student cannot study effectively on the same subject for more than about four consecutive hours, even with short breaks every hour. What occurs is what is referred to as The Principle of Neuro-Transmitter Depletion. Neuro-scientists have developed techniques to monitor activity (usually defined as electrical impulses) and chemical changes in the brain during study or thought processing. If an individual studies the same subject for too long, fatigue, boredom, and sometimes slight disorientation may occur. Neuro-scientists found that studying too long results in a depletion of chemicals in the brain cells necessary for efficient processing of information. Therefore, studying for long periods of time can reduce your chances of retaining the information and making sense of the material.

**Don't cram!** Instead, break down your study time into smaller segments and give yourself breaks. Revisit the material on a regular basis but do not study the same subject for more than four (4) hours in a day.

For more information, please visit Intelegen Inc.'s *Memory and related learning principles* online at: [http://www.web-us.com/memory/memory\\_and\\_related\\_learning\\_prin.htm](http://www.web-us.com/memory/memory_and_related_learning_prin.htm)

### ● **PROBLEM:** I don't have enough time to study.

Managing your time can be difficult. In college, you are responsible for doing your work and getting it done on time without anyone reminding you. You are also responsible for maintaining a well balanced lifestyle. That includes making time to study, eat, sleep, socialize, shower, clean, organize, call home, catch that football game, exercise, grow spiritually, connect with your professor, schedule a doctor's appointment, pay the bills, and so on and so on. Improving study time means building a weekly schedule and analyzing the areas where you can change your habits and routines.

**When and how often are you studying? Is it quality study time? Where are you studying?** You may need to revisit and restructure your schedule, study location, or time. To help you build a schedule that works for you, be sure to attend Mansfield University's TIME MANAGEMENT workshop or complete the online module.

### ● **PROBLEM:** I don't know how to study for a test.

Improving your study time, techniques, and methods will help increase your chances of acing that test! You should be preparing all semester for that test, quiz, speech, paper, or final exam! Attending class, taking notes, previewing and reviewing materials, and active reading will help you for test day. Use the study method in this outline to help you prepare on a regular basis.

Again, **build study time into your schedule every week. Be specific about where you are going to study and for how long! Previewing and reviewing should be routine habits for you.** If you are really struggling with test taking, then you should take part in Mansfield University's TEST TAKING online module, TEST ANXIETY workshop, and/or PREPARING FOR FINALS workshop.

### ● **PROBLEM: I don't know what to read.**

Improving your study time means knowing exactly what you need to read for class: lecture notes, syllabus, reading notes, textbooks, flashcards, etc. Once you know what to read, you must learn how to read it. Most students read their textbook chapters and notes by starting on the first page and just continue on to the last page. Reading a chapter from beginning to end is the least efficient and least effective way possible. More specifically, a textbook should be read differently than any other type of book.

**Learn how to become an active reader!** Visit the following website and learn how: <http://www.ocean.edu/readcoltext/howtoreadcollegetextdrjohnweber.htm>. Attending Mansfield University's READING TEXTBOOKS workshop and meeting with your advisor, tutor, or SI can also help you learn tips and tricks on reading textbooks.