

## General Tips and Tricks

It is extremely important that, as a student, you recognize and practice the learning skills that will help you the best. Every individual learns differently and by recognizing this, you will put yourself further ahead.

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### 1. When setting **goals** make sure that they are **SMART**

<b>Specific</b>	What exactly are you going to accomplish?
<b>Measurable</b>	How will you know when you've reached your goal?
<b>Achievable</b>	Outline exact stages of progress and steps you will take to reach your goal.
<b>Realistic</b>	In the time given, can you actually reach your goal?
<b>Timely</b>	When do you want to achieve your goal?

2. Be sure to **structure and manage** your **time** best so that you aren't putting it to waste.
  - a. Know your best times of day to study
  - b. Avoid Multitasking
  - c. Be Flexible
  - d. Set realistic goals for your study time
  - e. Be proactive; get an early start on studies, readings and assignments
  - f. **To-Do Lists**
    - Creating to-do lists will take some of the mental load off when trying to remember everything that needs to be done.
    - They will help with time management and should be kept flexible.

### Weekly To Do List

To Do This Week:					Reminders!		
Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

### Daily To Do List

Priority	Task / Assignment	Duration of Time	Completed?

**3. Planning and Organization**

a. Assignment and Reading Trackers

- These trackers can be for a week, month, or term. **Whatever suits you best.**

Assignment List				
Due Date	Goal Completion Date	Course	Details	Weight

Reading List		
Date	Course	Readings

4. Be sure to recognize what **note-taking strategies and methods** work best for you. Some examples of different styles are listed below.

a. Cornell Method

<i>Title</i>	
<i>Key Words</i>	<i>Notes to Describe Key Words</i>
<i>Summary of Main Points</i>	

b. Outlining Method

*Title*

*Main Topic*

*Subtopic/Concept 1*

*Supporting information and evidence*

*Subtopic/Concept 2*

*Supporting information and evidence*

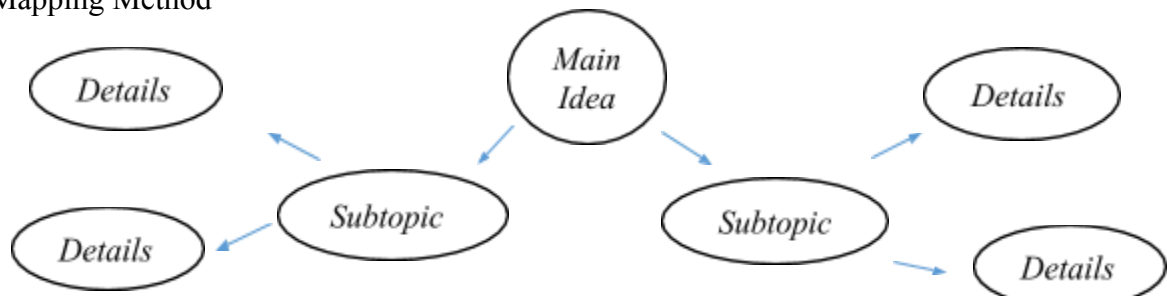
*Subtopic/Concept 3*

*Supporting information and evidence*

c. Charting Method

<i>Concept</i>	<i>What it is</i>	<i>When to use it</i>	<i>Disadvantages</i>	<i>Advantages</i>

d. Mapping Method



e. Sentence Method

- *Write every new thought, fact, or topic in a new line*

5. It is important to know what **study skills** will work best for you.
  - a. Make studying part of your daily routine
  - b. Use your time wisely when studying. Don't try to sit down for hours and study non-stop, take breaks when needed.
  - c. Collaborate with other people from your course.
  - d. Choose a place to study where there are very few distractions.
  - e. Make sure to get enough rest, whether that be sleeping or socializing.
  - f. Get extra help from a tutor or classmate if you are struggling with the material.

## 6. Test-Taking Tips

- a. General Test tips
  - Don't rush. Make sure you read every instruction and question fully.
  - When stuck on a question, move on to the next and come back to it later.
  - If time allows, review all the test questions and your answers.
- b. Multiple Choice Test Tips
  - Read the questions fully before answering
  - Try to think of an answer before looking at the answer choices
  - Read all choices carefully
  - If you are unsure of the answer, make an educated guess.
- c. Short Answer Test Tips
  - Professors usually put emphasis in lectures on topics that could come up for a short answer question
  - Use flashcards; put the term on one side and all relevant information about it on the other.
  - If you don't know the answer, move onto the next question and come back to it later.
  - Make sure that you answer everything that the question is asking for. Most short answer questions have multiple parts.
- d. Essay Test Tips
  - Read the instructions carefully. Make sure you know whether to answer all of the questions or just one.
  - Make an outline of your essay before you start writing it. This way you will know if you have enough information and evidence to support your topic.
  - Use your time wisely, don't spend all your time on just one point or essay.
  - Don't write long introductions and conclusions, the majority of your focus and information should be in the body paragraphs.
  - If you have time, read over your essay.