

## Top 10 General Study Skills

### 1. **Set goals.**

Be specific! If you don't know what you want to achieve [as a student], you won't know how to get there or if you've accomplished things.

### 2. **Use an appointment book.**

If you keep all your appointments, due dates, test dates in your head, you won't have any room left for the new information you are learning about in classes. Use a planner, your email calendar, or your phone to keep dates organized.

### 3. **Time on Task.**

Learning takes time and attention. If you don't pay the bank, you can't expect to make a withdrawal.

### 4. **Be an active reader.**

Annotate! Ask your text good questions and it will yield good answers. Don't forget to write them down. Pages are made of paper and paper is for writing. Don't be afraid to write on your text.

### 5. **Participate in study groups.**

Share the load of reading and studying with other students. You will learn better by teaching them, and you will be exposed to ideas you didn't come up with on your own. You're all wearing the same jersey—act as a team and you'll find success as a team.

### 6. **Take notes.**

Use the Cornell, outline, mapping or charting method to condense and synthesize reading, lectures and discussions. If you're going to do something, do it right.

### 7. **Organize your study materials.**

If you organize your materials as you proceed through a course, you will retrieve information with greater ease later. Everything has a place. Make sure your materials go where they belong.

### 8. **Draft papers.**

Never turn in the first draft of a paper. Always leave time to edit it before your professor sees it. You don't train for a marathon by running 26.2 miles on your first day.

### 9. **Slow down on tests.**

Sometimes anxiety makes you skip over parts of questions. Have patience and read every word carefully.

### 10. **Don't replace sleep, exercise, and healthy food with caffeine.**

You need a lasting energy source that won't leave you jittery. Get sleep and fuel your body.

