

POSITIVE ATTITUDE

Get Started. Though some of these study skills may seem obvious, following through can still be difficult. To motivate yourself, take care to reflect on why each of these skills are important, and remember that habits are easier to maintain once you take the initial steps.



Practice Positive Body Language. Your body language and posture affect how positively you interact with your environment. By breathing deeply, sitting with an interested and engaged body posture, and taking the time to dress appropriately for the occasion, you tell yourself that you are invested in your study environment.

TIME MANAGEMENT

Set Goals. Setting specific long-term and short-term goals saves the time you might spend wondering about what to do next. If you have goals, the planning and execution of your study time will come more easily.

Keep a Calendar. Create a weekly calendar of all the activities that are fixed in your schedule, such as classes, work hours, and other extra-curricular activities. Then, write down all deadlines and important exam dates (this can be on the same calendar or on a separate one). Before scheduling anything else, reserve the times of day when you are most alert for studying.

Prioritize. Make a to-do list of items you want to accomplish and decide which items are the most pressing. Do the most important things first.

STUDY ENVIRONMENT

Develop a Study Routine. Choose a place to study that is comfortable but also allows for alert, engaged body posture. Remember that temperature and lighting affect how you feel as you study. Guide and measure your study time by setting specific goals for each session.

Be Present During Class. Choose a seat that makes it easy to stay present and attentive during lecture. Sit close to the front to eliminate visual distractions, and sit according to your preferences regarding windows and room temperature.

LECTURE NOTES

Preview. Preview the lecture material that will be covered in order to increase critical thinking during class. Take care to complete reading assignments, and be sure to spend a few minutes before each class reviewing previous lecture notes. By reading and reviewing before class starts, you allow your brain to make more connections between what you already know and what you learn, increasing your retention.

Think Critically. Write notes from lecture in your own words. This will encourage you to process and analyze information more completely, which more fully engages your brain and long-term memory. In your notes, leave room to write comments or make connections between concepts.

Adapted from:

Utah State University Academic Resource Center. [Instant Study Skills](#).

Paul, Kevin. *Study Smarter, Not Harder*. Bellingham: Self-Counsel Press. 2009.