



STUDY SKILLS

BE ORGANIZED

- Color code your materials for each class
 - Folders, binders, tabs, highlighters, etc.
- Use a separate notebook or folder for each class.
- Use a daily, weekly, or monthly calendar to plan study times, deadlines, test dates, club meetings, family activities, appointments, etc.
- Have a designated study area, stocked with all the supplies you need.
- Take time to prepare for each day.



SCHEDULE STUDY TIME

- Set a schedule to study and make sure you stay on track, especially when you have lots of other responsibilities (work, family, chores, errands, etc.)
- You know better than anyone else what your personal schedule requires of you.
- Make studying part of a daily routine and in a matter of three weeks, it will be a habit.



STUDY THROUGHOUT THE SEMESTER

- Review class notes after class on the same day.
- Schedule time to study each day during the week.
- Study between classes or after classes while you are still on campus.
- This pattern of studying helps reduce stress.
 - You'll be better prepared and be able to ask for help earlier on in the semester if you need to.



AVOID CRAMMING FOR TESTS

- It is impossible to “cram” at the last minute and be successful on tests.
- By studying throughout the semester, you’ll do much better on tests
- “Cramming” also leads to feelings of stress, anxiety, and lack of confidence.



REMEMBER TO TAKE BREAKS

- Take short breaks to allow your brain to process and retain the information you're studying.
 - You will remember more
- Go for a short walk to wake up, get a healthy snack or glass of water, take a stretch break, etc.
- Be sure to keep breaks brief otherwise it may be hard to go back to studying.
- When you begin studying again, review the material you have already studied, then, move on to something new.



GET LOTS OF SLEEP

- College Students who get a full night of sleep are usually more alert, more focused and learn things more easily than those who are sleep deprived.
- Try to keep your sleep schedule as consistent as possible.
- During sleep, our brains process what we've learned during the day, which leads to better memory, and better grades.
- Consistently getting 7-8 hours of sleep every night, is best for stress management, as well as our mood, memory, energy, immune system, and metabolism, etc.
- It is difficult to learn and perform well, without enough sleep. Sleep is as important to us as food, water, and oxygen.



AVOID STUDYING ON CAFFEINE

- Coffee and other caffeine drinks are often used to help us feel more awake and alert. However, caffeine often interferes with healthy sleep habits.
- If you choose to use caffeine as a study aid, monitor your sleep patterns and how you feel throughout the day before making it a regular habit.
- It is a better choice to wake yourself up with a brisk walk, dancing to some music, washing your face with cold water, etc.
- Of course, with regular nights of sleep you'll need caffeine less and less.



ASK ABOUT EXAMS

- It is very important to know *what* to study, to know what type of test you'll be taking, and how the test will be administered.
- If a review sheet or study guide is not provided by the instructor, ASK the instructor, what information from the text, lectures, and notes will be covered on the test.
- ASK about the format of the test: essay, T/F, multiple choice, matching, fill in the blank, or a combination. You'll want to practice or test yourself, in the same format.
- Will the instructor allow for open notes or open books during the test? Be prepared!



MAKE A STUDY GUIDE

- If your instructor does not give you a study guide for an exam, make a study guide for yourself.
- Go through the textbook, notes, and write down any information that you think may be on the test such as important concepts, definitions, names, formulas, etc.
- Reading and writing the information will also help you memorize and prepare for the test.



STUDY ALONE

- Study without distractions
 - Turn off the TV, i-pod, internet, Facebook, etc.
 - Tell family members, friends, to respect your time.
 - Post a “Do Not Disturb” sign.
 - Turn off the cell phone and focus!
- Read, review, organize, quiz yourself, etc.
- Whatever you are studying, make the material meaningful to you.



STUDY WITH OTHERS

- Hang out with good students and study together.
- Plan to meet at a specific time and place on a regular basis.
- If the entire study group can not get together, try to meet with at least one person from the study group. Keep the routine.
- This will also help you and your friends develop good study skills, keep tabs on each other, and perhaps create a little friendly competition with grades.
- Support and motivate each other.



MAKE FLASH CARDS

- Take time to make flash cards.
- Flash cards help you remember vocabulary, formulas, and key concepts.
- They are also easy to carry around with you so you can review them anytime, anywhere.
- The act of making the flash cards will help you memorize the material, too.



CREATE MNEMONICS, OR ACRONYMS

- Mnemonics and Acronyms can help you memorize formulas, key concepts, definitions, etc.
- **Please Excuse My Dear Aunt Sally**” which stands for parenthesis, exponents, multiplication, division, addition, and subtraction.
- **HOMES** which stands for the five Great Lakes: Huron, Ontario, Michigan, Erie, Superior



QUIZ YOURSELF

- To ensure that you are prepared for your test, make a mock quiz to test how well you know the material.
- Write down a list of keywords or questions and make sure to leave room underneath each one.
- Then, pretend that you're taking the test and write down as much as you can.
- Cover a section of your notes and try to repeat the information aloud.



- **During the semester, save your study guides, flash cards, notes, etc., for cumulative or final exams.**
- **If you get to keep previous tests during the semester, use those to study for mid term and final exams as well.**



ASK FOR HELP!

- **Take advantage of FREE tutoring on campus.**
 - **Franklin Campus: Learning Resource Center
Room F118
(919) 496-1567 ext 3610 or ext 3608**
 - **Main Campus: Academic Skills Center
Building 7, Room 7335
(252) 738-3209 or (252) 738-3376**
 - **South Campus: Room G167
(919) 528-4737 x 3524**
 - **Warren Campus: Building 1, Room W107
(252) 257-1900**
- **Visit www.services.smarthinking.com for FREE online tutoring for VGCC students, available 24/7.**
 - **Contact Evelyn Hall at (252) 738-3298 for more info.**



LINKS

- www.how-to-study.com
- www.studygs.net
- www.howtostudy.org
- www.vgcc.edu/CounselingServices/Time-management

