



What Does It Mean to Study?



Scheduling, Focus, Testing

Scheduling





Scheduling

Carefully consider

- When and where you study
- How often you study
- How much time you waste
- The quality of your study time
- The “excuses” you use for not studying
- Your Priorities



Analyze How You Currently Use Your Time

Carefully consider:

- A. When and where you study
- B. How often you study
- C. How much time you waste
- D. The quality of your study time
- E. The “excuses” you use for not studying
- F. Your Priorities



Learn How to Make a Schedule

Make a list of daily activities and realistically estimate the amount of time required to complete each.

Consider Priorities in this order:




1. In-class time
2. Work hours
3. Meals
4. Sleep
5. Classes outside school
6. Family Activities
7. Study block time
(begin with at least one hour a day)
8. Recreation time (include exercise)



Use a Daily Planner

***Using a Day Planner,
write your activities in the time slots***

Consider the following as you plan your time:

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- A. Make your schedule somewhat flexible.
 - a. Don't schedule every hour of every day.
 - b. Leave room for the unexpected
(extra assignment, activity, etc.)
 - c. Leave room for change, but only make a
change for a good reason.
 - B. Write Legibly
 - C. Be realistic – know your limits
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Post Schedules and Assignments/Lists

*Keep your Day Planner/
Handbook with you*

(You won't follow your schedule
unless you look at it!)

Post Time Schedules of Home Activities

On the refrigerator door

On a family bulletin board

Include the following:

- Study blocks

- Family activities

- Special events

Make and follow a daily “To-Do” list





Hints for Successful Schedules

Try using your schedule for a week before making changes.

Become familiar with your schedule and make it a habit.

Refer to it often throughout the day.

Carry it with you at all times.

Remember to be flexible and to change something ... only if there is a good reason.

Focus and Concentration





Focus in on Concentration

A. Intend to Study and Learn

B. Become Interested in the Subject

Look for points of view

Question and be skeptical

Predict outcomes

Look for connections/relationships

C. Know Yourself

Take advantage of your learning style

Use your perceived strengths

Know your limits



D. Set Clear and Attainable Goals

Know what you are supposed to learn

Concentrate on the main focus of the material

Briefly outline the task(s) to be completed

E. Exclude Distractions

Know your distractions and intentionally remove them

Identify patterns of distraction and break them

Testing





Preparation Before the Test

...In School



Pay attention for Important Information

- Materials (Handouts, Models, Videos, etc.)
- Repetition of Main Ideas
- Format of Exam
- Required supplies or equipment
(calculator, ruler, protractor, etc.)



In Class...

- Intend to Learn
- Listen Carefully
- Take Thorough and Accurate Notes (and review them Daily)
- Ask Questions
- Try to Organize and Condense important ideas



Talk with Classmates or Arrange to Study in a Group

Arrange to meet with the Teacher

- Don't wait until the day before the test
- Be willing to stay after school (Remember your priorities?)
- Take initiative to arrange a time to meet.




Preparation Before the Test

...At Home

Review your Notes

Organize Information Neatly

Write down Questions to ask in school



Review all materials related to the class
(notes, handouts, text book, outlines, assignments, etc.)

Pay particular attention to

Lists

Charts, Tables, or Graphs that organize Information

Anything stressed or given extra importance in class



Divide your material into what you know well, what you need to review, and what is totally unfamiliar

Color-code or label your notes accordingly

Spend most time on what is unfamiliar





Rewrite key terms, definitions, equations, comparative lists, summaries, etc.

Review specific note-taking techniques

Form a Study Group

Get a full night's sleep

Have a positive attitude that you have prepared to the best of your ability and be satisfied with that.



BE ORGANIZED!

Test Anxiety Strategies

Stop negative thoughts...

Think positive

Admit anxiety

Improve the situation





Plan Your Attack

You are in control.

Use some or all of the following strategies to be proactive.

Visualize – See success in your mind

Relax – Think about something or someplace you enjoy

Focus – Try to remember the helpful tools and study methods you have learned

Breathe – Take several controlled, deep breaths

Notice – Be aware of how your body reacts to anxiety and make a conscious effort to relax your muscles

Exercise

- *Get some Exercise*
- It will help you relax
 - Help you to control your breathing
 - Focus more when you go back to studying

