**I. Note-Taking:**

1. Write down what professor puts on board
2. Use abbreviations
3. Write clearly
4. Number pages
5. Use Cornell Method (handout)
6. Rewrite (annotate) notes
7. Use color-coding (pens, highlighters)
8. Review notes within 24 hours of class
9. Create review sheets for tests

**II. Test-Taking:**

1. Get proper sleep, relax, and eat healthy beforehand
2. Circle key words on test problems
3. Do simpler problems first
4. Write out important info before starting problem
5. Watch time! Don’t spend too long on one problem
6. Don’t second-guess yourself
7. Check answers for logic
8. Write everything you know
9. Double check answers before submitting

**III. Organization Skills:**

 A. PLRS handout (Preview Lecture Review Study)

B. Create systems that work for you and stick to them C. Write down all appointments

 D. Organize binders and folders

**IV. Reading Skills:**

A. SQ3R (handout) – Ask questions before reading

 B. Do the reading & review book regularly

C. Review chapter summaries before reading

D. Annotate the text (write in the margin)

 E. Highlight only key points (not too much)

 F. Read critically

G. Put stickies in important pages

H. Summarize concepts on paper while reading

I. Preview text before tutoring and class sessions

**V. Time Management:**

1. Use time-spaced learning (handout)
2. Use weekly planner
3. Take breaks
4. Use test scores to figure how long to study
5. Study every night

**VI. Rapport with Instructor**

1. Choose specific questions to ask professors
2. Visit during office hours
3. Conquer shyness
4. Realize professors are paid to be in their office

**VII. Memory**

1. Colored flash cards
2. Repetition
3. Mnemonics (Every Good Boy Does Fine)
4. Associate a picture with a concept
5. Move while studying (if kinesthetic learner)

**XIII. Homework**

 A. Study the night after class

B. Do easy problems first (warm up brain)

C. Take breaks

 D. Work extra problems

 E. Redo homework in problem areas

 F. Correct returned tests

 G. Make practice tests

 H. Use solutions manual sparingly

 I. Read ahead of class assignments

**IX. In Class**

A. Sit in front

 B. Focus 100% on instructor

C. Record class if auditory learner (ask prof first)

 D. Write down questions to ask professor later

 E. Get contact info of classmates

**X. Course Specific**

1. Java: Work on single method then test run
2. Math: Practice problems over and over
3. Biology: Google / Youtube concepts
4. FRL: Learn financial calculator well
5. Programming: Use frequent “print” commands to check progress of program

**General Tips**

1. Form study groups
2. Find a good environment for studying
3. Minimize distractions; good lighting
4. Keep old notes
5. Use Internet and other sources
6. Overstudy
7. Take pictures of your tutoring sessions

**Write Your Own Tips Here:**