


Study Skills

A. Get Organized

The first step to successful studying is knowing where your class and study materials are. Plan for about 30 minutes for this step the first time.

1. **Find** a place to put all the materials for one class on your computer or a paper folder.
2. **Collect** and sort all your printed materials first into pile or folders

3. **Label** a notebook or computer folder for each class.
4. **Log in** to Canvas and review the materials available for each class. Become familiar with how to navigate each course so you can quickly access what you need later.
5. **Have** a laptop with a charger ready before you begin your homework so it doesn't interrupt you during active study.


 *Check out a laptop from the Library!*

B. Make a Plan and Weekly Routine

You know where to find your materials, so now you can plan for just study time (not preparing every time).

1. **Make** a calendar or use a planner to map out your week/month/semester.
2. **Write** in your class times, work schedules, regular activities.

3. **Plan** time each week for homework and class review. Schedule 1-3 sessions per week of regular 20-minute review times for each class.

 *Set aside about 1 hour each week:*

- Math- 20 minutes
- College 101 - 20 minutes
- English Composition - 20 minutes

4. **Decide** future plans according to your schedule you have made.

C. Do ACTIVE Studying

First you hear/see new information to become familiar with it. This is only the first step in studying.

Active studying means you apply the information beyond hearing/seeing it.

1. Read or listen to the material in the classroom, online, or in the textbook.
2. Take notes, highlight, underline to note key ideas for later.

 Next, begin **ACTIVE** studying:

1. Create your own study guide: List the big ideas and the supporting concepts or examples for each.
2. Write your own examples to connect with the ideas personally.
3. Make diagrams or illustrations to show connections.
4. Create a few quizzes for future study sessions.





Building Your Plan

Now it's your turn!

Complete the following worksheets step by step. This will build your plan in small pieces, building up to a clear, written plan of your next steps that are easy to take.

If making a plan that combines school and life makes you feel overwhelmed:

1. Do this planning process for school first and then for your life responsibilities (it will be easier the second time you run through it!).
2. Next, you can compare your top priorities, goals, and reasonable timelines.
3. Then, combine the two to see how you will map out your weeks and know what priority to choose when you come to difficult situations where you are limited in time or energy.

You may have a lot going on in your life, that's ok, you don't have to be perfect. Even starting to think about your priorities and goals will make a difference. You got this!

Time Management

Time management might sound kinda gross, or maybe it excites you. But what is it?

What is Time Management?

Time management is figuring out how all the demands in your life blend together and managing these different priorities. You have college, jobs, family, and more that pull at unscheduled time every week. You can make a plan for each college session, every week, and even every day to help you successfully meet your goals. Customize the plan to how you think and your level of energy - maybe lots of details or maybe a bit more general.

Making a plan with "staying power" helps you stick to your plan and get your goals.

What does Time Management do for you?

There are quite a few benefits when you find a plan that really works for you. You know it's working for you when you are experiencing these outcomes:

- Reduced Stress
- Staying Focused
- Achieving Goals
- Work-Life Balance
- Boost Confidence
- Less Procrastination
- More Quality Time with Loved Ones
- Building Strong Relationships
- Planning for the Future
- Increasing Real Productivity
- Sense of Fulfillment
- Enhanced Self-Discipline
- Improved Decision-Making

Remember: Make a realistic plan that works for YOU. Nobody is perfect, and no plan is perfect. Give yourself breaks in your schedule to rest and work to balance rest with productivity. Everything should link back to your main goal....which you will get to next!

Priorities, Goals, and Timeline

Let's get started! Answer these questions below honestly and personally to find your motivation and guide your plan.

1. WHAT do you want to achieve?

2. WHY do you want to achieve it?

3. WHEN do you want to achieve it?

When will you start?
When will you finish?

4. HOW are you going to achieve?

Write out your steps to success:

Step 1:
Step 2:
Step 3:
Step 4:
Step 5:

Example:

1. WHAT do you want to achieve?

- A. To pass all my classes in fall semester
- B. To have work/school/life balance

2. WHY do you want to achieve it?

- A. To set myself up for success for my future career and save money by not repeating classes
- B. To reduce my weekly stress levels and feel like I can invest in my family and my time in college

3. WHEN do you want to achieve it?

- A. Start beginning of fall semester. Finish at the end of the semester
- B. Start Nov. 1 to Dec. 31. Continue each semester I am enrolled.

4. HOW are you going to achieve?

A. Write out your steps to success:

- Step 1: Get a weekly planner
- Step 2: Write down class due dates and tests/quizzes
- Step 3: Write down my work schedule in planner
- Step 4: Schedule study time in my weekly planner
- Step 5: Review my planner each week, maybe changes

B. Write out your steps to success:

- Step 1: Create a weekly schedule I can easily follow
- Step 2: Communicate my plan to my family
- Step 3: Write down all my booked times (ongoing)
- Step 4: Talk through learning stress with instructor
- Step 5: Start assignments early, a little at a time



Planning Your Typical Week

More planning...yay!

It can feel like you're doing a lot of planning - you are! BUT taking the time to come up with the plan makes it easier to follow the plan more naturally throughout the semester. It's a little bit of work up front, but the pay off is worth it.

Now, take some time to piece together what a typical week for you will be.

1. Brainstorm by listing your weekly responsibilities, tasks, and to-dos.

Again, this process doesn't need to be perfect. Write down all the things you need to do in a week, work and class schedules, appointments and those less predictable things to account for. Focus within the timeline of your goal - when you will be starting and finishing.

Use the next sheet to list these out. Use another paper if you need more space. You can refer to the list below to think about what you will need to consider.

Family Responsibilities:

- Children
- Aging Parents
- Sick Family Members
- Family Needs
- Meal Times + Groceries
- Pets

Relationships:

- Family Time
- Friendships
- Significant Others/Spouses

Personal Care:

- Sleep
- Nutrition/Meals
- Physical Activity
- Rest/Down Time
- Mental Health

Work:

- Work Schedules
- Work Events

College:

- Class Times
- Homework + Projects
- Study Time
- Student Opportunities
- Student Resources

Future Career

- Work Experience
- Training Workshops
- Career Counseling

2. Review your list and choose 3-5 top priorities for each week.

There are some non-negotiables you have. Consider what must be done every week, and if you had to let something go, what would be ok slipping one week. For example: getting groceries is important for daily energy and continued health, but not cleaning the house for one week might be ok if you truly need a break.

Write your Top Priorities in the left column on the brainstorm sheet. This list will remind you what you can't drop when it gets busy.

BRAINSTORM

Weekly Priorities, Tasks, and Considerations

TOP PRIORITIES:

Example: Complete homework on time.

TASKS/TO-DOS:

*Example: Study 30 minutes for Chemistry.
Exercise on the weekend.*

CONSIDERATIONS:

Example: Every other week I have an appointment with my doctor.

Planning Your Typical Week

3. Now you can map it onto a weekly template to visualize it together.

This is where the magic happens! Once you see how your time is actually mapped, you will know where your time and energy goes. It will be easier to say yes or no to opportunities when they pop up (like friends wanting to hang out or job networking event).

1. **Start** with writing in your class schedule and your work schedule.
 - a. It is recommended that for every hour you spend in the classroom, you study a minimum of 3 hours outside of class. For example, a 2-credit hour class would require about 6 hours of study time per week.
2. **Write in** in your family and personal schedule (picking kids up, routine doctor appointments, get-togethers).
 - a. Weekly occurrences will look different based on your situation.
3. **Check** the time still available in the week and write down how much time is available for study time, friendships, and extra opportunities and other time-taking routine tasks.

Remember:

1. It doesn't have to be perfect! But put something down on paper and update it when you notice a pattern of what's working and what's not working.
2. It's just a *typical* week - you will definitely have weeks where time is more or less limited.
 - a. Think about the tasks that can be shortened (but ideally have more time!) or removed and also extra ones if you have time.
 - b. This will give you flexibility when those busy weeks come and you aren't wanting to make those decisions in the moment. The plan should provide relief!

Wow! You did it! Amazing!

If you are on a roll, you can take a look at next steps. Or save for later!

1. Review your time management process, thoughts, and things you learned.
 - a. What are your takeaways?
 - b. How can you apply or use those takeaways soon?
2. Review your goals and see if they are still true. Choose how frequently to do this.
 - a. Sometimes goals change over time - that is ok! Stick to the big ones that are deeply meaningful to you, like maybe graduating, but change the short-term ones if your life situation changes.
3. You need community. Who can you bring with you on your goal-achieving journey?
 - a. Not everyone you know will be a best fit for this level of accountability. Think about who you can rely on for support and encouragement: Family members, Instructors, Friends, Academic Coaches, Advisors
 - b. Create a plan with them to check in frequently on your goals and steps.
4. Once you complete your goal, it is time to celebrate. How will you celebrate?
 - a. Consider people you want to include or places you want to go. Use this as a motivation when it is difficult to stick to your goal.

Map Your Week

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8 am							
9 am							
10 am							
11 am							
12 pm							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							