

## Guidelines for Studying for an Exam

### PLAN A SCHEDULE OF BALANCED ACTIVITIES

- College life has many aspects which are very important to success. Some have fixed time requirements and some are flexible. Some of the most common which you must consider are: Fixed: eating, organization, classes, work, spirituality
- Flexible: sleeping, recreation, study, relaxation, socializing

### STUDY AT A REGULAR TIME AND IN A REGULAR PLACE

- Establishing habits of study is extremely important.
- Knowing what you are going to study and when saves a lot of time in making decisions and retracing your steps to get necessary materials, etc...
- Avoid generalizations in your schedule such as “study”. Commit yourself more definitely to “study history” or “study chemistry” at certain regular hours.

### STUDY AS SOON AFTER LECTURE AS POSSIBLE

- One hour spent soon after class will do as much as several hours a few days later.
- Review lecture notes while they are still fresh in your mind. Start assignments while your memory of the assignment is still accurate

### USE ODD HOURS DURING THE DAY FOR STUDYING

- Scattered 1–2 hour free periods between classes are easily wasted.
- Planning and establishing habits of using them for studying for the class just finished will result in free time for recreation at other times in the week.

## LIMIT YOUR BLOCK OF STUDY TIME TO NO MORE THAN 2 HOURS FOR EACH COURSE

- After 1 1/2 to 2 hours of study you begin to tire rapidly and your ability to concentrate decreases rapidly.
- Taking a break and then studying another course will provide the change necessary to keep up your efficiency.

## PROVIDE FOR SPACED REVIEW

- That is, a regular weekly period when you will review the work in each of your courses and be sure you are up to date.
- This review should be cumulative, covering briefly all the work done thus far in the semester.

## LIST ACCORDING TO PRIORITIES

- By putting first things first, you are sure to get the most important things done on time.

## EAT WELL-BALANCED MEALS AND GET REGULAR EXERCISE

- Take time for good meals and exercise. Healthy eating and exercise can dramatically improve your concentration, mood, and increase your energy level.

## DOUBLE YOUR TIME ESTIMATES

- Most people tend to underestimate how much time a particular activity / assignment will take.
- A good rule of thumb is to estimate how much time you realistically think something will take and then double it. More often than not, this doubled estimate is accurate.