**Steps of Studying**

**4.**

**2.**

**3.**

**1.**

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| --- | --- | --- | --- |
|  Gather/PrepareCollect all relevant info**When?** |  Make Connections/OrganizeTie what you don’t know to what you do; Make memorization more feasible |  MemorizeConsists of reviewing to the point of familiarity and then practicing recall |  KnowPractice applying what you know; Develop precision with wording/accuracy |
|  Every day/ after every class | Every week as you gather prep material | Every week (min of 2 wks prior to test) | Every week (min of 2 weeks prior to test) |
| FOR GENERAL LECTURE CLASSES |
| * Read through chapters, taking notes of key words, names, dates, concepts, and examples
* Type or rewrite messy notes
* Print reading/study guides (if provided) and add in additional info and examples from lecture or text in margins
* Answer questions at the end of each chapter in text and include info in notes for review
 | * Integrate notes from class with notes directly from the text
* Organize notes to keep linked concepts together
* Re-order notes for logical flow (so that it makes sense)
* Color code topics, key words, names
* Identify lists of info or steps in a process
* Create acronyms or acrostics for lists
* Create musical versions of notes
 | * Read over notes to self - Repeat
* Read notes out loud – Repeat
* Summarize the info you just read
* Highlight important concepts in notes
* Cover highlighted/key words while reading through notes and try to recall that info before looking
* Study different subjects in designated rooms/settings
* Create and complete practice tests; repeat until you know all answers
 | * Practice writing out exam answers (fill in the blank, essay, etc)
* Read the first part of a section; recall the main points / key words before looking
* Read the last part of a section and attempt to recall previous info before looking
* Use your own words to explain the info to someone else (from memory) until they understand the material too
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| * Flag anything you do not understand
* During lectures
* While reading through text
* When reviewing notes
 | * Reread that portion of the notes out loud to self
* Find more info about the topic in the textbook to read another version of the concepts
* Review videos (from reliable sources) online about the topic
* Attend office appointment with instructor for help
 | * Explain back to your teacher in your own words your improved understanding of the info and request feedback on accuracy
* Identify what was giving you trouble in learning the info and how you adjusted your understanding to grasp it
 | * Recite your understanding of the material periodically throughout the day from memory
* Explain the concepts to someone else from memory and answer their questions about it
* Describe a real-life scenario that illustrates the concept
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| * Make flash cards from notes
* Think of what questions you might ask if you were teaching a class this info
* Pull out words in bold, in headings, or highlighted to make these
* During lectures, highlight
 | * Write in hints on the flashcard to help guide memory recall

- What does the word sound like?- What does the answer remind you  of?* Order cards so they are chunked together into similar topics
* Organize cards to you can learn them in their correct order of a process, timeline, etc
 | * Recite flash cards and answers
* Recall key word from the definition based on memory (and vice versa)
* Answer questions based on memory
* Read answers and attempt to recall questions
* Cover your “hints” to attempt to recall answers without them
* Flag cards you get wrong to spend more time re-reviewing those
 | * Mix up the order of the cards – Respond with the answer, the general topic that info falls under, and other related details you can remember
* Mix cards and reorganize them in the order of process, timeline, etc.
* Have someone ask you the questions in any order; repeat but have them tell you the answer and you provide the question
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| Prepare | **Make Connections** | **Memorize** | **Know** |
|  |  |  |  |
| * Develop mind maps or graphic illustrations of the content

 | * Create visual connections in between the sections that serve as clues for the next level of info
* Color code the levels
* Add directional symbols (^,v, +, -, 🡪) to emphasize content
* Add drawings, timelines, diagrams, charts
 | * As you look over your graphics, begin to form stories in your own words that explains your illustrations, sequences events, and includes details from notes
* Cover portions of the mind map and try to recall what info goes there
* Visualize the graphics to help recall answers while going through flash cards
* Practice filling in blanks from timeline
 | * Replicate concept maps from memory
* Explain maps, graphs, and illustrations out loud to self or to others from memory
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| FOR SUBJECTS INVOLVING NUMBERS/EQUATIONS (Math, Physics, Chemistry, Economics etc) |
| * Organize your notes into the different types of calculations covered
* Make formula cards with the formula name on one side and what it solves (or what it’s called) on the other side
* Read different sections in the textbook to make sure you understand how these calculations solve these problems

- Add examples to notes | * Color code the different types of problems/formulas so you know which goes with what
* Separate examples under their appropriate categories
* Create acronyms or songs for formulas or to delineate categories
* Practice problems again and again to build familiarity
* For ONLINE Math: Click “help” options in homework or practice tests to learn correct steps
 | * Practice filling in missing parts of formulas
* Practice writing full formulas from memory
* Read through formula cards again and again, trying more and more to say/know the answer before you flip the card to read the answer
* Re-do “missed” problems
* For ONLINE Math: Click for “help” only if first attempt is wrong
* For ONLINE Math: Complete homework/quizzes until 90% or higher accuracy
 | * Solve word problems in the textbook or online using what you know
* Create your own hypothetical scenarios that would require these calculations to solve
* Explain a problem to a friend and walk them through each step to solve it
* For ONLINE Math: Take practice tests 5 or more times
* For ONLINE Math: After taking the practice test, click on study plan to work problems from the sections you missed. The goal is to correctly complete a type of problem twice without using any help.
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