**Steps of Studying**

**4.**

**2.**

**3.**

**1.**

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| Gather/Prepare  Collect all relevant info  **When?** | Make Connections/Organize  Tie what you don’t know to what you do; Make memorization more feasible | Memorize  Consists of reviewing to the point of familiarity and then practicing recall | Know  Practice 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 |
| * 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 |
| * 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 |
| 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 |
| 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. |