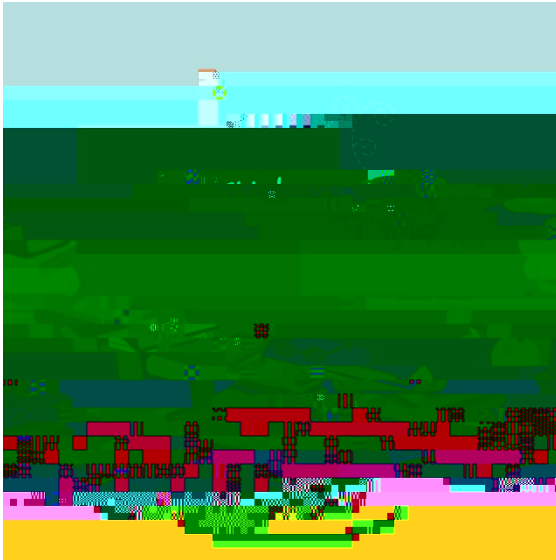


Study Strategies Booklet



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TIME MANAGEMENT

Your "job" as a student:

- 1 Unit = expectations are that students spend a minimum of 10-12 hours a week (in and out of class)
 - 4 units x 10-12 hours/week = 40-48 hours/week

TOOLS FOR TIME MANAGEMENT

- IWU student planner
- Academic calendar/planner that you purchase
- Utilize the calendar on your phone or computer
- Install and use apps:
 - MyHomework
 - iStudiez Pro
 - Any.Do

CALENDAR EXAMPLES

Week-at-a-Glance

Create a one-page weekly calendar from the time you wake up until you go to bed; use it as a practical working schedule for all of your classes and activities. Write in when you are in class, at work, participating in extra-curricular activities, as well as study times for specific courses. Do not forget to schedule in free time or time to eat.

Example:

Time	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
8-8:30							
8:30-9							
9-9:30							

Semester-at-a-Glance

Create a one-page semester calendar by week or by month. Leave enough room for each date to write in your main assignments/papers/exams so that you can plan in advance for busy weeks.

Example:

Week	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
1			Jan - 9	10	11	12	13
2	14	15	16	17	18	19	20
3	21	22	23	24	25	26	27

ACTIVE READING STRATEGIES

It is important to be an active reader. It ensures that you stay engaged in the material, as well as that you understand and can retain the material you have read.

- Ask yourself pre-reading questions.
- Identify and define any unfamiliar terms.
- Mark the main idea or thesis of the reading.
- Make notes in the margins or take notes as you read.
- If you highlight – read through passage first – then highlight.
 - Take notes from passages you highlighted.
- Write questions in the margins, and then answer the questions while you are studying.
- Create outlines, flow charts, or diagrams that help you understand ideas visually.
- Write a summary of each section/essay/article/chapter *in your own words*.
- Write your own exam questions based on the reading.
- Teach what you have learned to someone else.

Resource: <http://www.princeton.edu/mcgraw/library/for-students/remember-reading/>

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NOTETAKING TIPS

- Look for the main idea(s) of the presentation.
- Always date your notes.
- Keep a separate notebook or separate section of a notebook for each course.
- Leave large margins/white space in case you need to add something later.
- Make your notes brief, a key phrase for a sentence; a word to represent phrase.
You don't have to write everything down!
- Create your own shorthand – abbreviate whenever possible.
- Use your own words – an exception might be a formula, definition or specific facts that require exact wording.
- Number items or use indentations to distinguish between major & minor points.
- Highlight unfamiliar vocabulary and unclear areas; then check your text(s) or ask your professor for clarification.
- After class, re-write or type your notes. This allows you to review automatically and organize the material.
- Incorporate class notes from notes you have taken from your textbooks/course readings.
- Compare notes with a fellow classmate – ensure that both of you have a complete set of notes.

THE FIVE R'S OF NOTAKING

1. **Record**- During the lecture, write all meaningful information legibly.
2. **Reduce**- After the lecture, write a summary of the ideas and facts using key words as cue words.
3. **Recite**- To study properly, recite all the information in your own words without looking at your notes or the text.
4. **Reflect**- Think about your own opinions and ideas as you read over your notes. Raise questions, then try to answer them creatively.
5. **Review**- Before reading or studying new material, take ten minutes to quickly review your older notes. Review enhances your retention of old material while adding new material to your memory.

Resource: Pauk, W. (1989). How to Study in College (4th Ed.), Boston, MA: Houghton Mifflin.

CORNELL SYSTEM OF NOTE-TAKING

The Cornell System of Note-Taking is a popular and effective method. To use it, you will divide a sheet of paper into three areas: a note taking area, a cue column and a summary section (see picture below).

1. Note-Taking Area:
 - During class: record your notes fully in whatever way works best for you.

2. Cue Column:
 - Create AFTER you take your notes
 - Devise questions/cues as soon as you can after class that the notes answer (think *Jeopardy*)
 - Questions/cues should help clarify the material, reveal relationships, illuminate relationships, and strengthen your memory.

3. Summary:
 - Create a concise review of the important material on the page in your own words.
 - The summary should help you fit the material

STUDY AIDS

1. Create paper flash cards.
 - Use your OWN words whenever possible.
 - Do not put too much information on one card.
 - Use both sides of the card.

7-DAY STUDY PLAN FOR EXAMS

Many students will start studying for an exam a couple days before it occurs. *It is ideal to start studying at least 7 days before the exam.* The key to the 7-day S E06

TEST TAKING TIPS

- Get a good night's sleep before a test.
- Make sure you eat before the test.
- Bring water and a snack with you (if allowed).
- Make sure you have the right supplies with you (ie. writing utensils, blue book, calculator, etc.).
- Get to the test early.
- Make notes on the test right when you get it of things you remember about the topics.
- Plan something to relax/celebrate after the test.
- Remain calm and keep your test anxiety in check.

DETER STRATEGY

When taking a test, use the DETER Strategy to help you be as effective and efficient as possible.

Directions: Read the directions carefully, ask for clarification if needed.

Examine: Examine the entire test to see what you have to complete.

Time: Determine how much time you are going to spend on each section/question/part.

Easiest: Answer the easiest questions first. This will get your momentum going.

Review: Review all of your answers.

Resource: <http://www.how-to-study.com/study-skills/en/46.asp>

TESTSTUDYANXIETY

Sit straight up in your chair. Body <</MCID 16 >>BDC u3(c)2.

Test anxiety is normal, and many students have anxiety while studying or writing papers. It can even help motivate you to do better; however, sometimes it can also become detrimental to your academic performance. If/when it does, remember this mnemonic and be BRAVE!

Breathe deeply.

- Sit straight up in your chair in a good posture position and slowly inhale through your nose.
- As you inhale, first fill the lower section of your lungs and work your way up to the upper part of your lungs.
- Hold your breath for a few seconds.
- Exhale slowly through your mouth.
- Wait a few seconds and repeat the cycle.
- Try the 4-7-8 Breathing Technique (B2.4(l)3.3(r)-2(r)-2.1l 0 Td (dx5(/95-a2.3(t)1.)-6.9

