

- ◆ Many good students did not develop good study habits in high school. When faced with the complexity and the amount of material to be covered in university classes they realize quickly that **effective methods of study are essential to success**.
- ◆ **Take responsibility for your learning!** Motivation can, at times, be difficult. Set one goal related to your studies a day. With tasks that seem daunting, such as writing a research paper, set mini-goals for yourself well in advance of the deadline. Reward yourself for the successful achievement of these goals. Even little successes are motivating but you must realize that even these will require effort.
- ◆ **Attend all of your classes and take thorough notes!** Develop your own system of shorthand to save time when note-taking. Just because you have a friend in a class or your instructor puts the notes on the web, doesn't mean you can skip class. You will understand information better when you are able to translate it into your own words or by adding your own explanations.
- ◆ **Avoid cramming!** Regular study increases your ability to remember the information and reduces exam anxiety. By studying ahead, you'll also be calmer during the exam.
- ◆ **Learn to manage your time effectively.** Develop a schedule which includes all of your daily activities. Use small blocks of time to review notes or read chapters in your text books. Be realistic about your time. Don't give yourself two days to write a paper that has to be 25 pages.
- ◆ Use an **agenda to record all of your deadline dates** for essays or exams. The USSU Survival Calendar is an excellent source of information to use to schedule your time. Make sure to double check exam times and paper due dates in case you forget or write down the wrong time! Keep your agenda handy and update it regularly.
- ◆ **Determine the time of day when you are at your best** and reserve this period for quality study or class time. This will improve concentration and the retention of information. You may also wish to use this time to cover the tasks or material you find difficult, as it will then be easier to focus on other tasks at hand.
- ◆ Find a **place to study** that is best for you. Choose a setting with adequate light, ventilation, that is comfortable (but not some place you will easily fall asleep), where you can eliminate noise and distractions. Study in this location regularly.
- ◆ **Read actively!** Avoid sitting passively reading your textbook. When reading, make an outline and take some notes or ask yourself questions about each section you read. This will increase your ability to retain and recall information.
- ◆ **Form a Study Group** with a few other students in your course. Plan a place and time to meet weekly for an hour or two to discuss topics and review lecture notes and readings.
- ◆ **Get enough sleep at night** and eat well so you have not only a healthy body, but a healthy mind.
- ◆ **Read your notes or the assigned readings before you go to class.** This will give you a better idea of not only the lecture, but what you read in the textbook as well.
- ◆ **Taking over-the-counter drugs such as caffeine pills** can be dangerous. Everyone has different levels of caffeine that their body can tolerate. These pills may prevent you from falling asleep, but they can also increase your anxiety or nervousness, or raise your blood pressure, which may prevent you from studying anyway. These pills cause people to become dependent on them as well.
- ◆ Many of the departments in the College of Arts and Science have **excellent web sites** which can offer students advice or help them in that department. [Check them out at](http://www.artsandscience.usask.ca/college/departments/)
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- ◆ **Don't be afraid to talk to other people** when you are feeling overwhelmed by school. Sometimes "venting" may allow you to quit worrying and focus more on your studies.