

## Develop the Right Attitude

Attitude is the most important step that influences all the others. If you believe you can do something, you can do it. No one and No thing will be able to stop you. Therefore,

- Think positive. Tell yourself that you can handle challenging situations.
- Focus on what you are doing well. Take advantage of your strengths.
- Use rewards to mark your progress.

## Set Goals

Having goals are important. Once you have a goal, you can determine with each decision that you make whether you are moving closer or further away to what you hope to achieve. It's important to:

- Make sure you set goals that you can realistically reach.
- Break your big goals up into bite-sized chunks.
- Set goals that you can measure in some way.
- Set a specific time-frame to achieve your goals.
- Write your goals down.

## Time Management

**Schedule study time as a priority every day.**

- Study for short periods of time. For every 50 minutes, take a 10 minute break.
- Start study sessions on time.
- Study when you are wide-awake. Get enough rest each night.
- Limit your blocks of study time to no more than 2 hours on any one course at one time.  
After ½ to 2 hours of study you begin to tire rapidly and concentrating is difficult.

## Set the Stage

- Study in the same place every day.
- Study in a quiet place. If you need noise, try classical music.
- Have all the equipment, resources, and supplies you need nearby.
- Good lighting and ventilation are necessary.
- Have an uncluttered work surface.
- Prop up books at a 30 degree angle or get a book rest.
- Have a comfortable chair.
- Make a plan of attack. Complete one task before moving to the next.
- Tackle your toughest project first.
- Remove any other distractions.
- Know yourself!

## Use Good Study Techniques

### Prepare for class.

- Do assigned reading prior to discussion in class.
- Arrive early to class to review what was discussed the day before to refresh your memory.
- Prepare to listen actively. Take notes and write questions about material as it's covered.

### Attend class.

- Listen actively.
- Take good notes – draw sketches, diagrams, charts or graphs to organize, condense and summarize important information.
- Participate and get involved in class discussions.
- Ask questions until you understand the instructor's explanations.
- Stay after class if you still don't understand to ask questions.

### Complete your assignments.

- Read directions carefully.
- Work on the most difficult assignment first.
- Break large assignments into smaller tasks which are completed over time.
- Give neat and complete answers on assignments.
- Learn from corrected work. Read through to learn from your mistakes. File by subject and keep for reference for other assignments/projects and for reviewing for tests.

### Use a study partner.

- Preparing for tests or reviewing lecture materials with a partner can aid in remembering the finer points while you gain additional insight and assistance.
- Have some fun!

## Get Help

Academic success depends on skill, not luck. Maintain self-confidence. Remember that you are not alone! As soon as you recognize that you need help, take immediate action.

### Talk with your instructor.

- He or she might be able to help you find out why you're having trouble.
- Be willing to listen and try a new way of doing things. Your teacher only wants to help.

### Get a tutor.

- Sometimes it helps to have someone else explain things. It's definitely worth a try.
- Talk to your teacher or school counselor about meeting with a tutor.

### Consider a study group.

- It might help to study with other people other students who might be able to help you with an area you're having problems understanding. You might be able to help them too.

### Find a study guide.

- Some times a study guide or resource that presents the same information in a different format can make the difference between understanding the material or not. Go to the library or bookstore.

## Reward Yourself