Students have found the following ideas useful for learning more in less time. When you sit down to study, review the list and select those tactics you will use. Then use them, and put a check mark next to each item used. Keep track of those that work best for you and make them part of your "study habits."

**Time Management and Goals**

1. _____ Use SMART goals (Specific, Manageable, Attainable, Realistic, Timely).
2. _____ Make up a weekly list of things to accomplish.
3. _____ Make up a "to do" list for tomorrow, and set priorities.
4. _____ Keep track on paper of your study time and what you accomplish. Ask for a "study log."
5. _____ Reward yourself for finishing items on your "to do" list.

**Reading, Comprehending and Remembering**

1. _____ Determine what products and performances are expected of you in each course.
2. _____ Focus at least 50% of your study time on "output" of information.
3. _____ Practise doing what you will be asked to do on exams and assignments.
4. _____ Practise remembering the information (reciting and writing) without the aid of notes, text or study sheets. Remember you won't have these during the exam!
5. _____ Study something until you can recite it before you underline or write it into your notes.
6. _____ Use methods of diversion and relaxation that keep you alert and relaxed.
7. _____ Use a particular spot for STUDY ONLY.
8. _____ Relate material to your life, job, daily activities.
9. _____ Set your purpose before beginning to read or study.
10. _____ Survey reading materials and notes to find the Focus and Perspective before you begin to read or study. (The Focus is the topic. The Perspective is the angle the author takes.)
11. _____ As you survey a reading selection, formulate questions you will answer as you read. (Who, What, Where, How, Why, Significance).
12. _____ Read selectively to satisfy your stated purpose. When you have, stop, recite and move on. Don't waste time going over things you know to perfection.
13. _____ When reading something you must remember, test yourself by attempting to recite it in your own words. Technical terms should be used when appropriate.
14. _____ Prepare study sheets that reorganize the information in ways that fit your learning style. (e.g. tables, figures, flow charts, etc.).
15. _____ Form a study group and spend time asking each other questions and "teaching" one another the most important material.
16. _____ After you've read something, share what you've learned with someone.