

## **Study Skills**

Have you ever stayed up all night studying for an exam?

Is cramming a part of your regular study habits?

Do you feel like studying is an insurmountable task?

Studying is an inescapable part of college life. This process does not have to be as overwhelming or frightening as one might think. With just a few simple changes to an individual's routine, studying for an exam can be a productive and rewarding process.

### **1. Use your class time to study**

- Before class read the chapter or review material to be covered that day
- Actively listen to the teacher during class
- This is the best time to formulate ideas about the topic and ask clarification questions
- After class review and summarize your notes
- This is vital for studying later. If you do not understand what you wrote in your notes 10 minutes after class, how will you study at home?
- Seek out the professor or a classmate's assistance on unclear material.

### **2. How to read assignments more effectively**

- Survey material before reading (this should only take 3-5 minutes)
- This allows you to formulate questions about the chapter
- Actively read to answer questions created in the survey
- This will help in keeping you alert while reading
- After completing the reading, test yourself on comprehension
- This helps you take the authors words and make them your own (which will be easier to understand).

### **3. Getting the most out of your study time**

- Set a time limit on studying.
- Study for 50 minutes and then take a 10-minute break
- Do difficult tasks first
- The harder subjects take more concentration and energy; do them at the beginning when you are freshest.
- Be aware of your study space
- Make sure where you work is favorable to effective studying
- Allow longer time period for:
  - Organizing relationships and concepts
  - Outlining
  - Writing papers
- Use shorter intervals for:
  - Wrote memorization
  - Review
  - Self-testing
- Other various moments should be used for recall/review
- If you eventually get bored with the topic, switch to another subject

-It is important to use your energy to its fullest, but stop when you are no longer being productive.

- Study with a friend
- Exchange notes
- Teach and/or quiz the material to each other

#### **4. Troubleshooting**

- When anxiety interferes
- Be prepared
- Create a Worry Book/Journal
- Write down feelings and thoughts that stop you from focusing
- Try a few relaxation and deep breathing techniques
- Not only before the test, but also while you are studying
- Procrastination
- Become aware of ways you procrastinate
- Break up large projects into smaller more manageable tasks
- Set little goals and reward yourself when you reach them
- Watch what you think
- Be attentive to negative thoughts
- Try to substitute negative thoughts with positive affirmations
- Negative thoughts can be defeating, replace with positive ones
- If the thoughts become overwhelming seek out a friend, family member or counselor to talk to

#### **Getting Help**

If you are concerned about someone that is presenting these symptoms or behaviors, one should be aware that there are many facilities and a variety of counselors to help individuals deal with ineffective study skills or habits. If you are a University of Louisiana at Lafayette student and are concerned and would like to speak to a counselor, please contact the Counseling and Testing Center at (337) 482-6480 for more information. The center offers unlimited confidential sessions free of charge to all students and university faculty/staff members.