

# Top 10 Study Skills

*from Stanford University*

## **1. Set Goals.**

If you don't know what you want to achieve as a student, you won't know how to get there or if you've accomplished things.

## **2. Use an appointment book.**

If you keep all your appointments, due dates, and test dates in your head, you won't have any room left for the new information you are learning about in class.

## **3. Know your learning style.**

Develop techniques and strategies for compensating for possible differences between your learning style and your instructor's teaching style.

## **4. Be an active reader.**

Be a text detective: ask your text good questions and it will yield good answers.

## **5. Participate in study groups.**

Share the load of reading and studying with other students—you will learn better by teaching them, and you will be exposed to ideas you didn't come up with on your own.

## **6. Take notes.**

Use the Cornell, outline, mapping, or charting method to condense and synthesize reading, lectures, and discussions.

## **7. Organize your study materials.**

If you organize your materials as you proceed through a course, you will retrieve information with greater ease later.

## **8. Draft papers.**

Never turn in the first draft of a paper—always leave time to re-work it before your professor sees it.

## **9. Slow down on tests.**

Anxiety makes you skip over parts of questions. Read every word carefully.

## **10. Don't replace protein with caffeine.**

Protein and complex carbohydrates are an energy source that won't leave you jittery.