

Effective Studying and Test Preparation

READING THE MATERIAL

- ☐ Schedule and set aside time specifically for reading.
- ☐ Find a quiet environment free from distractions such as the library or AIRC.
- ☐ Skim the chapter headings and review questions before beginning reading.
- ☐ If you get easily distracted or tired while reading, try reading in sections that seem more manageable to you with scheduled breaks between each section.
- ☐ Create an outline of notes as you read. Be sure to record all the main ideas and connections you come across in the text.
- ☐ If you own your book, highlight important points and create small notes on the page. If you rent your book, insert notecards or post-its into the pages where the important points are.

TAKING NOTES

- ☐ If you know what section of the text will be covered in your next class session, scan that chapter before the lecture. This will allow you to make concept connections and better understand the material.
- ☐ Listen for key words and phrases. Anything that gets written on the board, repeated, or emphasized should be highlighted in your notes.
- ☐ Capture the essence of what your professor's saying, but do it with phrases and words that make the most sense to you.
- ☐ Don't be afraid to get creative with your notes. Charts, diagrams, and picture representations help you learn!
- ☐ Date your notes and keep them in order in a centralized location.

APPS TO STAY ON TRACK



Planner Plus: A calendar app that allows you to prioritize tasks, insert notes, and plan weeks or months ahead.



myHomework: A scheduling app that allows you to input class schedules, track assignments, and download class info



Any.do: A to-do list app that allows you to access and update lists in real time and collaborate with others.



The Homework App: A planner app that give you countdowns to due dates, breaks assignments down into sub-tasks, and gives you a dashboard style overview of your day.

TAKING THE TEST

- ☐ You can avoid testing anxiety by being well prepared. Spend adequate time reviewing notes, reading, and completing practice tests and reviews.
- ☐ Manage your test taking time effectively. Answer questions and problems you are confident about first and come back to the harder ones later. Be sure to leave adequate time for essay questions.
- ☐ Study key words. In every subject there are key words that will help you identify the correct answer. If you can't identify these on your own, try talking to your professor. Use page 26 for tips on approaching your professor.
- ☐ Go into your test well rested and relaxed. Try to avoid last minute cramming. If you get anxious during the test, use simple breathing techniques to calm yourself.
- ☐ If your anxiety extends beyond the testing environment and is interfering with your daily life, contact Student Health and Counseling at (916)278-7359 for additional assistance.