How To Be Study-Wise

- **Budget** your time. Stick to your budget.

- **Take** an occasional break. Work 50 minutes and relax 10.

- **Learn** to read faster. It's done by practice and coaching.

- **Review** as you read, checking comprehension at the end of the chapter.

- **Keep** classroom notes short, well spaced, and to the point.

- **Do** the most pressing homework first. Efficiency drops sharply towards bedtime.

- **Eliminate** and avoid all possible sources of distraction - radio, CD player, traffic, etc.

- **Make** sure you have a well-lit study area.

- **Keep** alert. Scan the whole assignment first. Ask yourself questions before and as you read.

- **Keep** notes orderly.

- **Don't** lay or sit on your bed while doing homework. Do work in a designated place that is used only for work.

- **Watch** for summing-up paragraphs in textbooks and learn thoroughly.

- **Be** respectful of others who are studying. Expect the same yourself.

- **Ask** your instructor for help when needed; after class or during his/her office hours. Also try setting a time to meet with a tutor.

- **Review, review, review.**