Don’t settle for a mediocre effort on your part. Reach for your goals, you can attain them!

**SET GOALS FOR YOURSELF**

*Every project or task can fit into a series of goals, for example:*

**Goal 1:** I want to be a successful adult, so I need to:
- **Goal 2:** Graduate from college, so I need to:
- **Goal 3:** Graduate from high school first, so I will:
- **Goal 4:** Pass this class first, so I will:
- **Goal 5:** Do the best I can on every assignment!
- **Goal 6:** To reach Goal 1, I must study and work on today’s work before I do anything else. I must be an active participant in the process of improving my study habits. It takes work and practice just as the development of any skill (like sports, music, art, etc.) takes practice.

**A. STUDYING**

1. Study regularly at home in a quiet and well-lit area where a desk or table is available.
2. Keep distractions to a minimum: no television, MP3 player, texting, computer games, telephone, snacking, or studying in bed.
3. Make a study schedule that best fits your lifestyle. If you know you want to watch a particular TV program, plan ahead and budget time for it.
4. You should study at least two hours a day in four 30-minute sessions. If you have honors or A.P. classes, plan to work harder! This includes doing your homework. When you finish your homework, review past assignments and preview upcoming work.
5. Change subject material when boredom occurs; study something else. However, make sure you complete all your required work.
6. Don’t wait until the last minute. Plan well in advance, and use your calendar. It’s better to have some leisure than to be rushed.
7. Use daylight hours. Research shows that one daytime study hour is equal to one and a half hours at night!

**B. NOTETAKING**

1. Don’t write every word the speaker says. Use abbreviations or invent your own shorthand.
2. Jot down the key words and main ideas; you can complete the sentences later during homework.
3. If the teacher writes on the board or states an agenda for the lesson, write it down, it’s probably important!
4. Review your lecture notes immediately after class.
5. Ask questions when the lesson isn’t clear!!! It is always better to ask a question than to be in doubt.

**C. LISTENING**

1. Avoid distractions, daydreaming, talking with others, texting, gossiping, etc. Clear your desk of distractions (magazines, books, toys, personal items, etc.) Remember that years from today, your grades will be more important than what was on TV tonight.
2. You know you are listening when you can offer thoughtful questions and insights. Don’t be shy! Don’t let your peers keep you from learning. Be Proud of your knowledge!
**Preview (Before You Start)**

**Why?** If you plan in your mind a framework of STRUCTURE AND MAIN IDEAS, you will be better able to comprehend and retain the details you will read later.

**How?** Quickly (5-10 minutes) look at the following parts to SEE WHAT it is all about and HOW IT’S ORGANIZED!

1. Title and author
2. First paragraph
3. Boldfaced headings or some first sentences of major paragraphs
4. Graphics
5. Last paragraph
6. Summary section
7. Review questions

**Before you reach chapter:**

1. Write an outline of the boldfaced headings
2. Divide the assignment into parts and read it in a logical order

**After previewing your materials:** you should be able to answer the following questions:

1. What is the main idea?
2. How is it organized?
3. How difficult is it?
4. How long will it take me to learn it?

If you have any questions, ask your teachers!!!

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**Make use of your Texbooks!**

(almost everything you need for class is in there)

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**Reading Activity (During)**

**Why?** Being an active reader will increase your concentration and improve your memory.

Making your reading assignments a challenge instead of a chore will not only help you do better in school, but you will also find that you have more knowledge available than you thought.

**How?**

1. As you read, identify:
   a. The course vocabulary
   b. Parts that need clarification
   c. Major concepts and important ideas and supporting facts
   d. Your own impressions and feelings

2. Notice how the ideas relate to:
   a. The rest of the chapter
   b. The other chapters
   c. Your teacher’s lectures

3. Think about what might be asked on the test.

If you have any questions, ask for help!!!

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**Review (After You’ve Read)**

**Why?** Research has shown that 40-50% of the material we read is forgotten 15 minutes after we have read it. Thinking about the information is an essential step for gaining memory retention.

**How?**

1. Wait a day or so, then reorganize the information you saved in your study notes into a study tool (notes, flashcards, mind maps, etc.)
2. On another occasion, highlight the key words in your study guide.
3. Then cover your notes and ask yourself questions based on the key words.
4. Recite or answer the questions in your own words.
5. Uncover your notes and verify your answers. Correct any errors you may have made.
6. When you get one part right, move on the next.
7. Review every few days until it is time for your test.
8. Adapt this system to fit your individual assignments.

If you have any questions, look it up!!!

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