1. Plan a definite time for studying every day.

2. Know the purpose of each assignment, what to do, and how to do it before you leave class. Keep a record of all assignments in a special section of your notebook.

3. Predict the amount of time needed for each assignment and time yourself. You are more likely to concentrate and less likely to become bored.

4. Time yourself to see how long it takes you to read five pages of your textbook. This will help you estimate the time needed to complete a reading assignment. You may have to read some sections more than once. Allow time for thinking about what you have read, and connecting that information to class lectures and other readings.

5. Pay attention to charts and diagrams. They are shortcuts to understanding.

6. Take a little time to review reading assignments just before class so that you are ready to participate in discussions or pop quizzes.

7. Before you study new material, spend ten minutes reviewing previous assignments. Frequent review cements information into your long-term memory and means you won’t have to study as much for major tests.

8. Study in the daytime; humans are less efficient at night.

9. After studying about forty to fifty minutes, take a five or ten-minute break. Give yourself a short mental vacation.

10. Set a time limit on studying, such as 8 or 9pm. Setting a stopping time at night gives you a goal, and can help you study harder and concentrate more. Reward yourself when you finish with TV time or sleep.

11. Don’t wait to study, and then cram for hours the night before a test. Instead, distribute your study over a period of days.

12. Since learning is cumulative, you have to combine new ideas with previous learning from lectures, readings, and lab experiments. You have to continuously make the connections and associations in your own mind. Putting it all together is easier if you schedule time daily to read, to think, to reflect, and to review. Improved learning is the natural result of this approach to using your time.