

Day 2 How to Study for and Take Tests

Name: _____

Date: _____

Organize

Study Tip # 1

Organize with color. This can include many different items. You can set up your notebook based on different colors.

Science could be red, Math blue, and Art another color. You can also set up folders by colors, and also put some color in your notes and notecards. Your brain likes colors and can be really helpful when organizing.

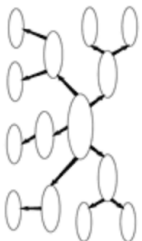


Study Tip # 2 Use a planner and check it daily

When life gets more complicated, and you have several classes at a time, it helps to keep up with everything. This is when a planner can be your best friend. Some people love a paper planner, others prefer an electronic version. It really doesn't matter as long as you check it often. The world's most organized planner is of no use if you don't check it.

Study Tip # 3 Organize your notebooks every two weeks.

If you have a set date when this will take place you will increase the odds of this happening. For instance, you could tell yourself you will clean and organize on the 1st and 15th of every month.



Study Tip # 4 Create a graphic organizer

A graphic organizer helps you organize the material and therefore the new information doesn't seem as random, which increases your chance of remembering this information.

Study Tip # 5 Organize, Organize, Organize

Anyone can be organized, but it takes some effort. The reason why many people are disorganized is because they don't put any energy into becoming and staying organized. Also, think of organizing as a skill you must learn and master. The more energy and time you put into organizing the better you will get at it.

- You can start by writing in your agenda daily
- Create a daily to do list
- Organize your papers and notebook weekly
- Keep up your color organization system



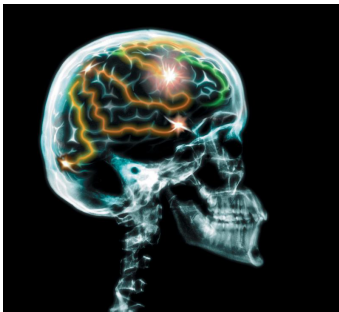
Good Study Habit # 6 Use a timer

A timer is a simple tool that helps you stay focused. You can set the timer for a set amount of study time and stay focused until it goes off. It can also be used to time your study breaks which can become longer than your study time if you're not careful.



Study Tip # 7 Break your studying into timed blocks.

Set a countdown timer for 15 to 40 minutes and work on your study task. When the timer goes off get up and do something completely different for five to ten minutes.



Study Tip # 8 Plan to avoid the cram

Set a goal of never waiting to the last second and cram for a test. You can accomplish this by looking at your syllabus, writing in your calendar, and checking your calendar often. Research has found test scores are higher when you study for a shorter amount of time but over several days compared to trying to learn all the material in one sitting.

Study Tip # 9 Put in the time

This study tip starts with a quote "Hurt me with the truth, don't comfort me with a lie" The bottom line is this, in order to learn new material you have to spend time learning this new material. It takes time to train your brain to learn something new. Develop the attitude that in order to have good grades I'm going to have to put in time studying, organizing, and preparing for my classes. Would anyone show up to a marathon without running before the race, and expect to do well?

Make Study Time a Part of Your Daily Routine

If cramming all of your study time into a few long days isn't working for you then it's time to try something new (*and way less stressful*). Make time for studying every single day, with or without exams coming up.

Remember that consistency is key and once you start getting into good study habits, it will become a routine and that you will be able to maintain throughout the school year.

Check your schedule for the week or month, and consider your personal commitments: chores, must-attend activities and appointments. By looking at your calendar, and setting up your priorities, you will be able to schedule your study sessions for the month. All you need to do now is to stay committed to your new study schedule.

When placing your study sections on your calendar, choose blocks of time during the day when you are at your peak performance. Some people work best in the mornings, and others, at night. If you're unsure when you work best, try studying at different times of the day to see which suits you and your body clock best.

Once you have found which block of time works best for you and scheduled it in, be aware that you can always add in additional time to study by waking up an extra hour early to review your notes, or if you work better at nights, go to bed an extra hour later.

Make sure you build flexibility into your schedule. Your calendar and schedule will change because of unforeseen events. Be ready to plan around some things that come your way and still make time to study.

How to Structure Your Daily Study Routine

Here are some great ways to structure your study routine. It works best when you are mixing some of the different leaning styles as mentioned above.

Try starting with watching or attending your lectures, and then doing an additional 1-3 hours of personal study (with breaks) to reflect and review notes on those lectures. This way, you are using your auditory and visual learning styles as well as repetition, which will help you remember what you learned more clearly.

Start with the difficult topics and subjects first, so that you are not going to put them off until a later date. If these subjects are really difficult for you, then shorter study sessions will work better.

Schedule study sessions in 2, 30-minute to 1-hour blocks and be sure to take short 5- to 10-minute breaks in between. When you take breaks, you allow your mind to rest, revitalize and be ready for more learning.

Create a Daily Study Timetable

Make sure you track your grades along with your study hours and lesson notes to see if your new studying techniques are helping. If you find that it is not helpful, then it's time to re-prioritize your schedule to fit in more time for studying and re-examine your goals for success.

Remember that throughout school, work and life, you will always need to be learning something. When you have set up the proper studying techniques and note-taking skills, you are giving yourself one of the greatest gifts possible, the ability to learn.



Study Tip # 10

Reward yourself with study breaks, but move during these breaks. Your brain needs the oxygen, and it helps to wake you up. The movement can be walking, crunches, juggling, push ups, yoga, stretching, it doesn't matter, just move.

Study Tip # 11 Avoid weapons of mass distraction

We all have our own items that distract us and send us off into other directions instead of learning material. These distractions can include our phone, having many tabs open if using a computer, music, television, and frequent interruptions by other people. You will get more done in a shorter amount of time if you avoid these distractions.



Establish a Study Zone

Establish a study zone. Some people like quiet places, others will need a little bit of background noise. Which one do you prefer? If there is too much going on at your house then maybe it's time to think about going to the library or a coffee bar and using headphones.

Make sure you have the necessary items with you when you study. You'll need a desk that's big enough to spread your books, laptop, paper and supplies.

Using the best study lighting is also important for everyone when studying. If you want to preserve your eyesight and maximize your time and energy, then choose lighting that will not cause eyestrain or fatigue so you can keep your study session effective at any time of the day.

Don't be afraid to establish rules when you're in your study zone. Let people living with you know that when your door is closed, it means you do not want to be disturbed. Try not to respond to phone calls or texts, this will break your concentration and you will lose focus.

It's best to find not just one place to study, but at least 2 or 3. This way, you will have a backup plan in case your main study area can't be used. A change of environment is said to improve concentration and creativity so even if you don't need to change places, it wouldn't be a bad idea.

While you establish rules for others, you also need to establish rules for yourself. Get rid of all distractions. Don't choose a place where you will be tempted to watch TV, check in with your smartphone, or study in a high traffic area where people will be coming and going.

Choose to study offline as much as possible. There are way too many distractions that are only a click away. If you need to check something, write it down and check it after your study session is over.

Helpful study tips to get the most out of your study session:

- Avoid eating a heavy meal before studying. A heavy meal can make you sleepy which will make it more difficult for you to study. Choose to eat small and frequent meals instead.
- Move or take a short walk before sitting down to study. Stretching, walking or even dancing will help prepare your body and mind to be more receptive to learning.
- Prioritize your assignment dates: write down every assignment or task when you first hear about it instead of just “remembering” it. We live in such a fast paced world that’s full of distractions and it’s easy and normal to forget things.
- Include important details such as page numbers, due dates, test dates, pointers, or anything else that might be helpful when writing assignments down.

One way to make prioritizing your tasks simple is to organize your study notes by using colors or labels. Whether you use an online notebook or a binder, developing your own color-coding system will help you (*and your thoughts*) get organized.

You can use colors to color-code your subjects, projects and even teachers. You can also use different colored pens, highlighters, sticky notes, folders and labels.

Colors and labels will also help you later when you when you need to review your notes, the colorful sections will help those notes stand out and be unique and memorable.



Study Tip # 12 Just say no to multitasking

In a perfect world we could memorize a difficult list, solve math problems, check instagram, and talk on our phone, all at the same time, but research has found that multitasking actually increases mistakes and extends the time it takes to complete a task.



Study Tip # 13 Stay hydrated

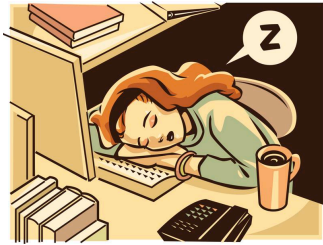
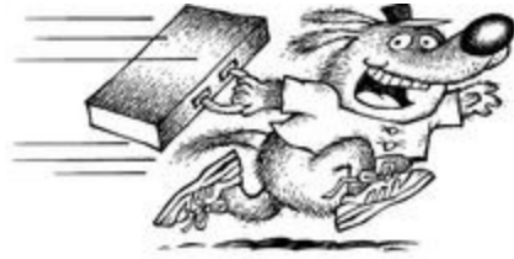
A hydrated brain is a happy brain and is more focused than a dehydrated brain.

Study Tip # 14 Develop perseverance

At some point to accomplish anything worthwhile, you must develop the skill of perseverance, or the ability to keep going even when you feel like quitting. An easy way to start is by picking one item each day that you tell yourself you will not go to bed until this task is completed. Start with an easy task and as you develop this skill you can increase the difficulty.

Study Tip # 15 Do the work, but work smart

At some point you have to put in some work. If you want to run a good marathon you have to run the miles. If you want to be a guitar God, you have to practice. If you want to become good at anything, at some point you have to work at it. The same goes with learning new material.



Study Tip # 14 Get adequate sleep

Research has found humans live longer, have less disease, age slower, and generally function better on 7 to 8 hours of sleep.

Get Enough Sleep and Rest

Studying when you're sleepy is ineffective. If your body is telling you that you're tired, then have a nap or go to bed early. A good night's sleep will help you understand and remember information better. It is also much less stressful to take an exam or attend a class when you feel well rested and alert.

If you're finding that you are getting stressed out or tired, reflect back on your study schedule and priorities. Make sure that you have dedicated time for rest and de-stressing. You can't be a study machine 24/7 and taking some time away from learning is a great way to relax your mind.

Good study habits require you to be fresh and sharp. A good night's sleep is far more effective than a night cramming for a test could ever be.