

STUDY SMART NOT HARD

Four Steps to Success

The very best way to succeed is to **attend class and do the assigned work**. If you miss class, borrow notes, review items posted on-line, do the reading, and go to office hours to clarify information. When it comes time to study, follow these steps:

Step 1: Prepare

- Gather everything you need
- Turn off distractions
- Schedule a time and place to best focus

Step 2: Preview, Read, Recall

- **PREVIEW** - scan chapter/section headings, keywords, diagrams, read intro paragraph, start thinking of questions about the material
- **READ** - Read material actively asking yourself questions. How does this relate to lecture notes? What is the main idea? Talk to professor or TA about questions.
- **RECALL** - Verbally recite a summary of what you just read.



AT A GLANCE

1 - PREPARE

2 - PREVIEW, READ, RECALL

3 - SELF-TEST

4 - TEST AND REVIEW

Step 3: Self-Test

- Create possible test questions
- Practice problems/create flashcards
- Trade practice questions with a partner/group and discuss answers

Step 4: Test

- Arrive early with all materials
- Use good test taking strategies
- Review returned exams to learn from mistakes