1. Prepare
   - Explain and negotiate your study needs to friends, roommates, & family.
   - Take time to relax and center yourself before studying.
   - Organize your materials.
   - Turn off the television.
   - Stop checking your e-mail-use this as a reward.

2. Study actively
   - Make studying an active experience, not passive. An example of passive studying would be reading during commercials while watching television. An example of active studying would be taking notes or highlighting while reading.
   - Break large amounts of study material into smaller pieces and address the material by section according to priority.
   - Study difficult subjects first because they will likely take more time. We tend to avoid or procrastinate studying more difficult material, so be mindful of this.

3. Don’t waste your time
   - Three passes at the information is required and often sufficient.
     - First pass- main points
     - Second pass-learn more details
     - Third pass-review
     - With each pass of the material, keep track of what you know and what you don’t.
   - Don’t just keep reading the same material over and over. Use a marking system to keep track of the information that you know and the information that you need to address again. In later study sessions, spend more time with information that you are less comfortable with and less time with the information that you are comfortable with.
   - Study for synthesis, problem solving, and application-not just memorization of facts.

4. Know your learning style and use it as your primary study method
   - Visual-reading texts, highlighting, use graphs, charts, outlines, etc.
   - Auditory-listening to recordings of lectures, going to class
   - Tactile-hands on learning
   - Use all three methods of learning, but spend more time using your primary method.
   - A combination of study method is most effective to increase long term retention of the material. For example listening to a lecture while following along in the book and highlighting important points; using and anatomy textbook as a reference while performing dissection in lab.
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5. Use Mnemonics when you have to memorize facts
   - The Memory Book by Lorayne and Lucas is a good resource for improving memory skills and learning memory strategies.

6. Study Groups
   - Study groups can be an effective way to learn large amounts of material.
   - Create questions, quiz each other and discuss challenging material.
   - Find people who complement your study style.
   - Ideal group size 3 to 5 people.
   - Study groups help you decide what material is important.
   - This method helps you identify the material that you don’t understand well enough.
   - Be aware of the amount of time spent socializing.

7. Take breaks
   - Determine how long you can maintain attention and concentration without a break and plan your break throughout your study time to enhance your ability to concentrate.
   - Be aware of signs you are beginning to become unfocused. These may be physical signs (e.g., sore back or neck) or cognitive sighs (e.g., wandering thoughts)
   - Remember that a little anxiety is normal and okay, but when your anxiety becomes overwhelming, stop and take a break.
     - Focus your attention on your breathing
     - Inhale slowly through the nose & exhale slowly through the mouth
     - Concentrate on deep breaths in and out
   - Become physically active following a study session. This will help you clear your mind and reduce your stress.
   - Reward yourself for both short-term and long term accomplishments. For example, reward yourself with thirty minutes of television for every two hours of study time; reward yourself with dinner and a movie for meeting your weekend study goals.

8. Keep it in perspective
   - Will your grade on this one test permanently affect your future?
   - Grades are not a measure of your intelligence.
     - Not a measure of self-worth
     - Not an indication of what you will contribute to society.
     - Not a measure of your creativity.
   - Grades only measure how well you take tests.

Contact OU-Tulsa Student Counselor for more information or to make an appointment to improve your study habits. (918) 660-3109.