BEFORE YOU READ
- Make sure you are in a place that is conducive to studying. This is going to be different for everyone so try a few different places until you feel productive in one!
- Before you start reading, make sure you have everything you need such as highlighters, sticky notes, pens/pencils, notebook paper, or a computer.
- Skim the readings to get a concept of major points and to have an idea of what you will be reading.
- Keep any other notes you have on the information close at hand so you can compare them and look to them for better understanding of the topics.
- Read over the objectives and questions and topic sentences throughout the reading.

AS YOU READ
- Read the chapter from start to finish and actively take notes from beginning to end. This can be by making notes in the margin, making an outline of the chapter points in a notebook, writing down definitions, or summarizing each section.
- Try to make sense of what the author is saying by writing notes in your own words.
- If a point confuses you, take time to look further into it and gain more understanding or make note of it to ask your professor about it later.
- Find ways to make what you are learning easy for you to understand. Draw diagrams in your notes, use concept maps, or do anything that brings the material to life for you.
- Take breaks! If you feel like you are no longer retaining and understanding the information, take a 10-15 minute break to relax or get up and move around.
- Keep outside distractions to a minimum by staying away from social media or your phone until you finish the chapter.

AFTER YOU READ
- When you are done reading, try to answer the questions that are at the end of the chapter.
- Look back through your notes and fill in any points you feel like you missed. Mark sections that you did not grasp and visit with a tutor, your professor, or your classmates to discuss the information.
- Test yourself over the information in the chapters you read. If it appears that you are struggling re-read selected sections.
- Continue to review, test yourself, and re-read your assigned materials until you have a clear understanding of all the information.