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## Study Skills – Top Ten Tips

### 1. Time Management

- Plan your time—day, week, month, and semester— wisely and adhere to a schedule.
- Set priorities and reward yourself with enjoyable/relaxing activities.
- Make goals realistic, and expect to make adjustments.
- Use a planner consistently.

### 2. Attitude

- Believe in your abilities and keep motivated.
- Don't allow one low mark or mistake drag you down.

### 3. Dedication

- Be persistent.
- Attend all classes, labs, tutorials, etc.
- Take advantage of additional resources, such as tutoring, Supplemental Instruction, etc.

### 4. Organization

- Keep all of your work well organized.

### 5. Preparation

- Pre-read for classes; print lecture notes; ask for clarification.
- Make time for weekly reviews.
- Form a study group.
- See your instructor during office hours.

### 6. Study Environment

- Find a quiet and comfortable place (but not too comfortable) with adequate lighting.
- Eliminate outside distractions (phone, social media, chatty friends, etc.).

### 7. Concentration

- Prioritize, focus on important material, and filter out what is unnecessary.

### 8. Divide and Conquer

- Divide large tasks into smaller, manageable tasks.
- Take a five-minute break at least once an hour; stand up, and get your body moving.

### 9. Be Pro-active

- Don't wait until it's too late; take action before an issue becomes serious/stressful.

### 10. Learn from your Mistakes

- Review mid-terms, assignments, essays, etc.
- Get feedback or help from your instructors, TAs, and/or peers.
- View mistakes as learning opportunities.

If you think you would benefit from additional study skills assistance, contact the Academic Success Centre and book an appointment with a study skills tutor.