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.