

Planning a Study Schedule

1. Plan a schedule of balanced activities
 - Identify and include all known scheduled commitments (class time, work, meetings, meals, etc.).
 - Include flexible requirements (social activities, relaxation, sleep, time with friends, etc.)
2. Study at a regular time and place
 - Establishing a regular time and place for study will help you save time as you prepare to study.
 - Establishing a regular time also helps you plan other activities around your study time.
3. Study as close to class lectures as possible
 - Provides an opportunity to review material while the information is still fresh.
4. Utilize breaks between classes for studying
 - Establishing a routine of studying between classes to review lecture material, notes, and topics needing further clarification.
 - Studying between classes provides an opportunity for free time at other times during the week.
5. Limit study time to two hours at a time
 - Concentration begins to decrease after 1-2 hours of studying the same subject
 - Taking a break aids concentration and focus.
6. Modify schedule when necessary
 - If an unexpected event arises change your study schedule rather than cancel your study time completely.
7. Allocate time for review
 - Set time aside each week to review the material you have been addressing in each class.
8. Practice recitation to increase memory
 - Organize notes in a question and answer form.
 - Review material and identify possible test material.