



Study Smarter not Longer

- **Prepare** Set up a study station with everything you need to complete your homework: pens, pencils, markers, highlighter, calculator, dictionary, atlas, paper, etc. Include a spot to keep your school books/backpack and a file box with a file for each class. File all completed and returned papers. This way you will always have proof that you completed an assignment and you can use them for review when studying.
- **Plan** Carry and use a calendar/reminder binder. Record all homework assignments and due dates. For long term assignments break it down into sections and put completion dates on your calendar for each section. (Ex. You have an essay due in 3 weeks. You will complete the thesis and outline the first week, the rough draft the 2nd week and the final essay the third).
- **Schedule** a definite time for studying each day. This will discourage procrastination and prevent that pile-up of work. If nothing is due the next day work ahead. Every time you study, spend ten minutes in review of previous assignments and go over your notes. These refresher shots are the secret to long-term memorization. Frequent review results in less study time needed for major tests.