STUDY TIPS

Time Management

• **Juggling time.** Working 40 hours per week and taking 12 credits is equivalent to working two full-time jobs. Can you handle such a load? Your ratio of number of work hours to number of credit hours should be about 40:3, 30:6, 20:9, 10:12, or 5:14.

• **A rule of thumb on study time.** Budget about 2-3 hours for homework and study for each hour you spend in class each week.

• **Scheduling your time.** Try to schedule time for study when you are most alert. Choose a setting that will enable you to focus and concentrate. Plan for success and it will happen!

• **Avoid “time killers”.** We live in a media age and the Internet, e-mail, television, and movies are all time killers. Allow yourself to break some college and outside activities. But keep track of the time you spend on such activities and compare it to the time you spend studying.

• **Be aggressive about your study tasks.** Instead of worrying over your math homework or test preparation, do something to get yourself started. Work a problem here and a problem there, and before long you will accomplish the teas at hand. If the task is large, break it down into smaller parts, and do one at a time. You will be surprised at how quickly the large task can be completed.

• **Keep on schedule.** Your course syllabus provides a plan for the semester’s schedule. Use a write-on calendar, daily planner, laptop computer, or personal digital assistant to outline your time for the semester. Be sure to note deadlines involving term papers and exams so you can begin a task early, breaking it down into smaller segments that can be accomplished more easily.

As a student, he was no Einstein.  
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Better Test Taking

- **Treat every homework exercise as if it were a test question.** If you had to work a problem at your job with no answer provided, what would you do? You would probably work it very deliberately, checking and rechecking every step. You might work it more than one time, or you might try to work it another way to check the result. Try to use this approach when doing your homework. Treat every exercise as though it were a test question with no answer at the back of the book.

- **Be sure that you do questions without answers as part of every homework assignment whether or not the instructor has assigned them.** One reason a test may seem such a different as is that question on a test lack answers. That is the reason for taking a test: to see if you can do questions without assistance. As part of your test preparation, be sure you do some exercises for which yo do no have the answers. Thus when you take a test, you are a doing a more familiar task.

The purpose of doing your homework using these approaches is to give you more test-taking practice beforehand. Let’s make a sports analogy here. At a basketball game, the players take lots of practice shots before the game. They play the first half, go to the locker room, and come out for the second half. What do they do before the second half even though they have just played 20 minutes of basketball? The shoot baskets again! We suggest the same approach here. Create more and more situations in which you practice taking test questions by treating each homework exercise like a test question and by doing exercises for which you have no answers. Good Luck!

Quiz/Test Follow Up

You may have just completed a chapter quiz or test. Immediately after each chapter quiz or test, write out a step-by-step solution of each question you missed. Visit your instructor of tutor for help with problems that are still giving you trouble. When the week of the final exam arrives, you will be glad to have the excellent study guide these corrected tests provide. Most students retain information better by working/studying for several short sessions rather than one long session.