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Tips to improve study habits:

- ❖ Have a planned study time and start working at this time
- ❖ Review notes before beginning and assignment
- ❖ Start with your hardest assignment
- ❖ Finish one assignment before moving on to the next
- ❖ Take short breaks and avoid daydreaming
- ❖ Start early and continue working on long term assignments
- ❖ Keep a list of assignments and due dates

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What's in your study place??

- ❖ It should have no visual or audible distractions
- ❖ It should have a good source of light
- ❖ It should have a desk or table to work at, along with a comfortable chair
- ❖ It needs all your necessary work materials
- ❖ It should have references sources you need

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Note taking tips:

- ❖ Listen for the purpose of the information
- ❖ Use short sentences, phrases and abbreviations
- ❖ Listen for key words from the teacher
- ❖ Skip lines between new ideas
- ❖ Copy information from the board and information the teacher spells out for you
- ❖ Make a note of things or words you do not understand
- ❖ Leave room for notes from the book that go along with the info
- ❖ Date the info and keep your notes in order

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