In order to prepare for college and ultimately succeed once there, students must develop good study habits, including time management, and learn how to study. Some general guidelines pertaining to these important areas follow.

**Good Study Habits**

Good study habits consist of more than just the behaviors a student engages in after school. Good study habits begin in the classroom. Classroom behaviors are the foundation upon which studying is built. If a student fails to acquire the class materials or has a poor understanding of what is presented in class, he or she cannot study effectively. Therefore, this list includes not only good study practices for after school, but good classroom behaviors as well.

- Move closer to the front. It is easier to see, hear and pay attention. If sitting in front is not possible, be sure to obtain an unobstructed view of the instructor.
- Get involved in class discussions. This helps you exchange ideas and polish communication skills. It is also an opportunity to confirm correct understanding or expose misunderstanding of the lesson.
- Ask questions if you don’t understand something.
- Take thorough notes. Don’t try to write down everything that is said. Listen for and record main ideas and supporting facts. Take notes as a recorder because otherwise you may miss some important points. Draw a partial blank line while recording your notes to mark any information you miss. Use as few words as possible, devising your own symbols or using common abbreviations for frequently repeated words. Take notes in outline form when possible.
- Copy all information written on the board.
- Review your notes as soon as you can after class. Check for understanding and missing information.
- Attend every class. Class attendance directly relates to class performance. Do not rely on someone else’s note taking.
- Use a planning notebook or calendar to aid in time management. Write down all of your regular activities such as classes, job schedule and extracurricular activities. Schedule review time after each class, if possible. This is especially important for math courses.
- Plan two study hours for every hour you spend in class. Study difficult (or boring) subjects first. Try to study the same subject at the same time each day.
- Use a regular study area. Choose a place that minimizes distractions. Don’t get too comfortable; sit or stand so that you remain attentive.
- Avoid marathon study sessions. Study for about one hour then take a brief five-to 10-minute break before resuming studying.
- Do not let others misuse your time. Learn to say no to others and yourself. Get off the phone, and turn off the TV.
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