



### Develop Good Study Skills

There are many ways to improve your study skills. Here are some suggestions.

	<b>Schedule the time</b> Make time for studying. Just like planning for events and activities, plan for studying.
	<b>Set-up the space</b> Pick a place to study. You need a chair, desk or table, clock and a good light.
	<b>Eliminate distractions</b> Most students need a quiet place with few distractions from family, friends and television.
	<b>Get organized</b> Figure-out a study system. Maybe you should tackle the hardest projects first and leave the easier ones for later when you are tired.
	<b>Form study groups</b> Network with classmates and study together. This may reduce the amount of work and help you focus on what is important.
	<b>Set goals</b> Understand how to set short-term and long-term goals. The successful completion of a large project may depend on finishing a number of small tasks in a timely manner.
	<b>Gather resources</b> Make sure you have resources needed for every task. This may include text books, a computer, calculator, dictionary, pens, paper, notebooks, cds, and a stapler.
	<b>Motivate yourself</b> Take breaks. Give your brain, eyes and back a rest. A quick walk or a snack may be just the thing to get you back on track.
	<b>Pay attention in class</b> Active participation in class will reduce your study time.
	<b>Avoid drugs and alcohol</b> Drugs and alcohol will only impair your ability to think clearly and work efficiently.