

STUDY SKILLS

Study Skills: The Key to Success

Study skills are the cornerstone of a successful school career. Good learning habits have to be learned. Everyone has to be taught how to take notes, manage study time, and learn effectively on their own. Here are some basic tips to help you become a more effective learner:

1. Set aside a comfortable area in the home as a study zone with learning equipment, such as writing instruments, computer, calculator, reference books, and paper.
2. Limit distractions when you are studying. Ask family members to screen your phone calls.
3. Study first the subjects you find more difficult, leaving the ones you enjoy and find easy until later when you may be more tired.
4. Outline your goals, projects, and assignments in some systematic way. Keep a calendar on which you record your long-term goals and assignment dates. It is also important to make a list of daily or weekly deadlines. Avoid last-minute panic and dreadful all-nighters!
5. Ensure that you understand the instructions for your homework assignments. Don't be afraid to ask your teacher if you do not--teachers don't bite!
6. Keeping good notes is a key to effective learning. So, always keep neat, tidy, and organized notes, summarizing or paraphrasing them occasionally to get even more use out of them. Writing brief summaries of your notes and texts can assist you in remembering important information.
7. When studying for a test or exam, organize your time logically. Do not try to cram everything the night before! Break up the learning of chapters or units into regular intervals (one a night, one a week, etc.).
8. If you miss school due to illness, check with your teacher and ask a friend to keep you informed about work covered in class, homework, and assignments.
9. Finally, never give up! No matter how impenetrable a learning task might at first appear, there is always a way to learn. Thomas Edison tried over 1000 times to invent the light bulb. When he was asked why he persevered, Edison replied, "I know that I'll succeed one day. I'm running out of ways to get it wrong." Imagine late-night studying without the light bulb!