

# Study Skills

## A. Get Organized

The first step to successful studying is knowing where your class and study materials are. Plan for about 30 minutes for this step the first time.

1. **Find** a place to put all the materials for one class on your computer or a paper folder.
2. **Collect** and sort all your printed materials first into pile or folders

3. **Label** a notebook or computer folder for each class.
4. **Log in** to Canvas and review the materials available for each class. Become familiar with how to navigate each course so you can quickly access what you need later.
5. **Have** a laptop with a charger ready before you begin your homework so it doesn't interrupt you during active study.


 *Check out a laptop from the Library!*

## B. Make a Plan and Weekly Routine

You know where to find your materials, so now you can plan for just study time (not preparing every time).

1. **Make** a calendar or use a planner to map out your week/month/semester.
2. **Write** in your class times, work schedules, regular activities.

3. **Plan** time each week for homework and class review. Schedule 1-3 sessions per week of regular 20-minute review times for each class.

 *Set aside about 1 hour each week:*

- Math- 20 minutes
- College 101 - 20 minutes
- English Composition - 20 minutes

4. **Decide** future plans according to your schedule you have made.

## C. Do ACTIVE Studying

First you hear/see new information to become familiar with it. This is only the first step in studying.

Active studying means you apply the information beyond hearing/seeing it.

1. Read or listen to the material in the classroom, online, or in the textbook.
2. Take notes, highlight, underline to note key ideas for later.

 Next, begin **ACTIVE** studying:

1. Create your own study guide: List the big ideas and the supporting concepts or examples for each.
2. Write your own examples to connect with the ideas personally.
3. Make diagrams or illustrations to show connections.
4. Create a few quizzes for future study sessions.

Learn more and access helpful resources on the NWTc Study Skills webpage:  
<https://www.nwtc.edu/student-experience/academic-coaching/study-skills>



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