Check off this list to make sure you’ve got all the classic college skills you need to learn.

**How is your Study Environment?**
- Desk facing calm, non-busy direction
- Correct supplies
- Plenty of space
- Comfortable seating
- Good lighting
- No distractions (TV, phone, friends)

**Are you Concentrating?**
- Make a study plan by prioritizing topics.
- Break study time into manageable sessions.
- Identify and work through your anxieties.
- Eliminate distractions.
- Organize your notes so you don't get lost.
- Studying a little every day is better than cramming.

**Are you ready to Write that Essay?**
- Underline what the prompt or assignment asks for to make an "essay checklist" to make sure you don't forget anything asked of you.
- Review previous essays to see what your instructor focuses on.
- Write a thesis statement determining the focus/purpose of your essay.
- Outline paragraphs to support your thesis and exclude unnecessary info.
- Re-read your essay to check for and correct mistakes before you turn it in.

**Are you Reading Effectively?**
- Before you read, establish a purpose. Why are you reading this?
- Preview what you're going to read before you read it.
- Create questions.
- 5 R's: Read, recite, write, reflect, and review.

**Do you need to learn a New Word?**
- Review the context in your notes and textbook.
- List important terms.
- Write out definitions in your own words.
- Think of examples or create a drawing of or related to each term.
- Figure out term or concept's relevance to what you are learning.

**Are you Taking Notes effectively?**
- Prepare for class ahead of time.
- Watch for cues from the instructor.
- Only write down important concepts, not details.
- Shorten words and use acronyms when possible.
- Review notes within 24 hours of taking them.

**How is your Exam Preparation going?**
- Compare homework, lecture notes, and book notes for each topic.
- Work new problems, not just what's assigned.
- Study information out of order.
- Check answers and use your errors to figure out what your "problem spots" are to work through them.
- Learn concepts from big to little, not little to big.
- Ask your instructor for old exams to study.
- Try a mnemonic learning device to learn names, dates, or precise details.

Good luck!