

Study Time Planning & Management

3:1 ratio -- For each hour in class, you're supposed to spend about 3 hours outside... here's how:

- Spend about an hour getting ready for each class doing homework, reading, etc. This MAY take more than an hour. Pre-read using the S&Q parts of the method.
- Within 1 day of the class (same day is best), spend up to an hour reviewing the material. Compare your notes with your book, think about what made sense, and write down any main ideas, conclusions, important examples, connections, or confusion you have. Take the confusion to office hours to get sorted. This is "attempt" & "get strategic intervention."

WORK
VS.

- Spend an additional 3-4 hours throughout the week or on the weekend reviewing the week's material. Summarize, connect, elaborate, compare. Use the "deep processing" processes on the handout to stimulate making connections. Write down and/or say out loud what you have learned, why it's important, and how it's confusing. This becomes your study guide for the final and your awesome cheat sheet for writing papers on course topics.

STUDY

It can help to find/recruit a study buddy who can regularly sit down with you to do homework. Talking involves explaining whole thoughts rather than skipping parts, and is much more effective than thinking or reading for helping to remember things. Be actively engaged with these buddies in STUDYING and focused, and remember to take breaks here too, & WORK INDEPENDENTLY ALSO.

CHUNKING time

Spend 20-30 minutes focused on work.

Put away your phone, but set an alarm.

Minimize distractions and noise if possible.

Choose a task that will approximately take this much time.

Take a 2-3 minute break.

Stand up or stretch.

Drink water and have a snack.

Check in socially.

Repeat.

This helps you keep your brain actively engaged over longer periods of time. It allows you to feel better about your break time, and about getting back to work (I can do 20 minutes, that's not that long!) It also allows you to use even small chunks of time effectively rather than waiting until you have long blocks to get to work. Finally, coming back to your material after a break helps you remember what you were doing and make connections going forward, which is practicing good study habits!