Guidelines to Organize Your Weekly Study Time

**Before Class:**
- Read objectives.
- Print PPT’s with 3 slides to page.
- Read slides and turn each slide into a question by writing the question above the slide.
- Read textbook taking notes in Cornell style.
- Option to place pertinent notes from textbook right onto PPT handout. Assign specific ink color for notes from book, different ink color for notes from lecture.
- Indicate information for answering objectives in the right-hand margin by writing the number of the objective and circling it in red ink.

**Within 24-hours of taking notes:**
- Self-quiz all notes from PPT, lecture, readings, etc.
- Create study guide for missed items.
- Study options: rereading textbook, comparing to a different textbook, YouTube videos, articles, making mnemonics, concept maps, talk with faculty and study group.

**During Class:**
- Take hand-written notes on the PPT handout.
- Only write new information.
- Use one color ink designated for lecture notes.
- Ask for clarification if needed.
- Immediately after class reread all PPT slides with lecture notes.

**During the Week:**
- Fill in the missing information.
- Create Cornell notes from objectives.
- Use practice test questions from NCLEX review, Kaplan, textbook, etc.
- Create a concept map on white board from memory then check with notes for accuracy. Once complete, take a pic with your phone and email to self to print for notebook.
- Self-quiz several times during the week on materials you are working on.
- Self-quiz a few times during the week on all materials.

**Weekly before beginning new material:**
- Self-quiz one study item from each previous week such as PPT/lecture notes, textbook notes, or objectives.

This publication is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) as part of an award totaling $1,982,942 with 0% percentage financed with non-governmental sources. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by HRSA, HHS, or the U.S. Government. For more information, please visit HRSA.gov.