



Academic Success Coach's Tip for Success

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.