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If you don’t have the time, work on decreasing time in major time wasters or start multitasking:

- Decrease grooming time and meal preparation
- Multi-task in commuting time: have note cards/book in hand while riding on public transportation
- Decrease extra-curricular activities and socializing
- Turn off the TV. Do not watch entire programs; tape them and fast-forward through commercials
Increase reading time: read daily newspaper/online newspaper. Read trade journals in your field.

- Increasing your reading ability increases your writing ability
- Become familiar with the field you want to enter

Increase networking time: time to lay the groundwork for job search is now.

- Build relationships among those who will become your colleagues
- Knowing people in a field is as important as knowing a field
Forgetting the Curve
Trying to remember what I forgot

- The red line is what you will recall if you review
- The yellow line is what you will recall if you don’t review
Why Note-taking is so Important?
I have a good memory

Statistics
- Kinesthetic: remember 90%
- Visual: remember 75%
- Auditory: remember 20%

Explanation
- **Kinesthetic**
  Learn more when you do
- **Visual**
  Learn more based on what you see
- **Auditory**
  Learn based on what you hear
Studying
Dos and Don’ts

Dos:
• Study well in advance
• Schedule time to study
• Use repetition

Don’ts:
• Cram
• Go over something just once
• Over study

Tips

Mix up different studying strategies
Take breaks during your studies
Over studying is the same as cramming
Form study groups
Word Association
Linking new knowledge with prior knowledge

- Creating a story
- Forming a picture
- Relating the information to previous knowledge

Example:
Accolades—definition: praise, accomplishment, imagine a picture of a person holding up a glass of Kool-Aid and saying, “Congratulations on your Kool-Aid, I mean your accolades.”
Make up acronyms to remember lists, concepts, etc.

Examples:
- TPOD = Thesis statement and Plan of Development
- PEMDAS = Parenthesis Exponents Multiplication Division Addition Subtraction
- ROYGBIV = Red orange yellow green blue indigo violet

Acronyms are a great tool to remember information.
**SURVEY** information: read titles, summaries, boldfaced headings and words, boldfaced and italicized words, maps, charts, diagrams.

**QUESTION**: Make each heading into questions to answer and to activate prior knowledge.

**READ**: sections or paragraphs, depending on length of reading, turning questions you’ve already formulated into answers.

**RECITE**: Stop and recall questions, seeing whether you can answer them from memory; if you can’t, go back to find the answer; don’t go on to the next section until you can recall everything.

**REVIEW**: Once you’re finished, look over questions and answer them, reviewing material as you go along.
Excuse: “I forgot my homework.”
Reality: If it’s a priority, you won’t soon forget.

Excuse: “I don’t have time.”
Reality: You make time for what is important.

Excuse: “I don’t need this class.”
Reality: This class is another step in getting your degree → landing a better job → making more money. So you’re saying you don’t want to make more money!

Excuse: “This class is boring.”
Reality: See above.
Find what motivates you!

Ask yourself:
• Why did I decide to go to college?
• Is this something I enjoy doing?
• Where do I see myself after obtaining this knowledge?

If money motivates you, then think of how much more of it you will make with a higher education.
Prioritizing Education
Stop Procrastinating

How to Overcome Procrastination:
• Seek help with professor or with tutor
• Find what interests you
• Find your motivation
• Re-adjust your thinking
• Resistance and rebellion issues
Final Thoughts…
Time for closure

There are no excuses for not achieving your dreams.

Dreams are only that—dreams—until you make definitive plans; then, they are goals.

Ask yourself daily: “What am I doing every day to achieve my goal of earning a college degree?”

If you’re pro-active, you’ll succeed.

Hold tight to your dreams and believe in yourself.
DID THIS HELP YOU UNDERSTAND
Time Management and Studying?

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Thank you for Listening

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