

Student Success Guides: Be More Productive

SAINT JOSEPH'S ONLINE



Writing timesavers:

- Make sure you know the required length of the paper. This will help you determine the topic and define your perspective.
- When writing, keep to the point of your paper. Ask yourself, "Does this really pertain to the subject I am writing about, and does it contribute to the purpose of the paper?"
- Start with the first draft. Using your outline as a guide, just get your ideas down on paper. Don't get hung up too early on perfection.
- Revise. Put that first draft aside for a time period and then read it again to determine if you are on track. Make the necessary changes or as many revisions as possible for the final draft.

Exam timesavers:

- Repetition increases retention.
- Overlearn: Once you think you have it, go over it again to make certain you keep it.
- Test yourself in writing and make up questions.
- Relax before the test.
- Review the test after it's been returned to you.

Memory time tips:

- Do not study when you are hungry, disorganized, or emotionally upset.
- Memorize the correct information.
- Know what time of day is best for you to study and remember information better.
- Get enough sleep.
- Schedule more study sessions for shorter periods of time.
- Use your other senses to help you remember better.
- Be creative.
- Form or join a study group.
- Listen for ways to connect the new material to what was covered in prior lessons.

Scheduling time savers:

- Schedule work demanding high concentration in 50-minute periods.
- Schedule 30-minute sessions for memorizing facts, figures, and dates.
- Always allow more time than you think for library research.
- Schedule 50-minute sessions for organizing notes and preparing an outline for a short paper.
- Take 10-minute breaks after each hour of studying.

Reading time tips:

- Read both for ideas and for details.
- Know how the text is organized.
- Survey the chapter before you begin.
- Look for the main ideas and how they are organized.
- Look for transitions that emphasize the main ideas, change the subject, and show relationships.
- Watch for transition words like: such as, for example, to illustrate, to compare, in contrast, in addition to, etc.
- Underline and highlight the important concepts as you read, and be sure to reread the highlighted parts.
- Take notes as you read.

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Study timesavers:

- Establish a study area that you will use for that purpose only.
- Position your desk in the area of fewest distractions.
- Make your chair as comfortable and supportive as possible.
- Make certain you have good lighting.
- As much as possible keep the room temperature at a comfortable level.
- Take regular study breaks and move around.
- Have all office supplies in a handy location.
- Work on one assignment at a time.
- Learn to study without background noise.
- Use the library if your room is too distracting.
- If in the library practice not looking up every time someone walks by.
- Set a starting time.
- Set realistic study goals.
- Teach yourself to concentrate only on the task at hand.
- Do not rationalize ways to avoid doing the work.
- Avoid idle conversation during your study time.
- Use index cards to organize thoughts for exams and papers.

Check out more tips in the GPS Student Orientation

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