



Be more productive.

Use this Student Success Guide to be more productive.

Estimating reading time:

- It takes an average of 4 minutes to read and underline a page of text.
- Pages divided by days to read the material $\times 4 =$ Time per day.
- To find your true reading speed, note the amount of time it takes you to read and underline 4 pages of text and divide the total time spent reading by 4.

Estimating study time for exams:

- After you have completed the reading assignments that will be covered in the exam the next step is to determine the amount of time to review the material.
- On average it will take 2 minutes to review a page of text.
- Number of pages covered in exam $\times 2 =$ Total Time Needed to Review Material.
- Remember to add time to review class notes.

Estimating term paper time:

- For the initial outlining of a paper, plan to spend 5 minutes outlining the main topics, 10 minutes on subordinate topics, and 15 minutes on the ideas to support the subordinate and main topics.
- 1/3 for researching.
- 1/3 for organizing.
- 1/3 for writing.

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.

Oral report timesavers:

- Make sure you know how long the speech must be.
- Make certain your notes keep to the point. Ask yourself, "Does this really pertain to the subject I am speaking about, and does it contribute to the point of my presentation?"
- Research the subject as you would a written report.



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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.
- Of course do not use drugs or alcohol while studying.

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.

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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Note-taking time tips:

- Use your own brand of shorthand.
- Summarize the major points covered at the end of each lecture.
- Underline and asterisk to highlight important ideas and concepts. (Use different colors.)
- Try to get down at least 20% of what is said and do not concentrate on what you already know.
- Get the facts down right.
- You can use a tape recorder if allowed and if you truly feel you need to but be certain to take notes during the class period.
- Have one notebook for each class.
- Rewrite your notes before the next class period.
- Write the date before taking notes.
- Use index cards to organize thoughts for exams and papers.

Listening time tips:

- We listen in spurts. We tune in for 30-40 seconds, tune out briefly, and then return.
- We hear what we expect to hear, which means that all our experiences and beliefs determine what we hear.
- We do not listen well when we are doing other things.
- We listen better when we are actively involved in the process.
- Pay extra special attention during the first and last 5-minutes of class.
- Sit up front to be more attentive.
- Concentrate on the lecturer.
- Listen with your mind and not your emotions.
- Be prepared.
- Listen for ways to connect the new material to what was covered in prior classes.
- Ask questions!

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.
- Review and organize class notes right after the class.
- Use your other senses to help you remember better.
- Be creative.
- Form or join a study group.