

# Academic Skills

## Top 10 Study Skills

- 1. Set goals.**  
If you don't know what you want to achieve as a student, you won't know how to get there or if you've accomplished things. Be SPECIFIC!
- 2. Use an appointment book.**  
If you keep all your appointments, due dates, test dates in your head, you won't have any room left for the new information you are learning about in classes.
- 3. Time on Task.**  
Learning takes time and attention. The more you give, the more you get.
- 4. Be an active reader.**  
Be a text detective: ask your text good questions and it will yield good answers.
- 5. Participate in study groups.**  
Share the load of reading and studying with other students – you will learn better by teaching them, and you will be exposed to ideas you didn't come up with on your own.
- 6. Take notes.**  
Use the Cornell, outline, mapping or charting method to condense and synthesize reading, lectures and discussions.
- 7. Organize your study materials.**  
If you organize your materials as you proceed through a course, you will retrieve information with greater ease later.
- 8. Draft papers.**  
Never turn in the first draft of a paper – always leave time to re-work it before your professor sees it.
- 9. Slow down on tests.**  
Anxiety makes you skip over parts of questions. Read every word carefully.
- 10. Don't replace protein with caffeine.**  
Protein and complex carbohydrates are an energy source that won't leave you jittery.
- 11. Call Adina**  
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