

RULES TO STUDY BY

STUDY HABITS

1. **Have a clear notion** of the aim of your studying – the aim of the book, the topic, or the assignment
2. In some types of study **it helps to review** the previous lesson before going on to advanced work. The subject matter is familiar and is then easier to hook onto.
3. **Study alone** unless you are absolutely sure the time spent with others is more efficiently spent than alone.
4. When you have to go over work many times, **distribute the repetitions** over a long period of time.
5. It helps to prepare mentally and physically in order to pay attention. Sit up at your desk and take the attitude, **“I can do this and I will!”**
6. **Set yourself a time limit** and work towards it, e.g., “I’ll have my history completed by 10:00 p.m.”
7. If a goal is too remote or an assignment too long, **set up intermediate goals** and attack each in turn, e.g., aim at five problems completed by 9:30 p.m.
8. **Do not try to study and listen to the radio** at the same time. It can’t be done. You have only so much mental energy. It cannot be used for two purposes.
9. **Train yourself** to ignore distractions from within. Don’t daydream. If you are worrying over a personal problem, take time to solve it. Don’t let it intrude on your studying.
10. **Be interested** in your work – having a motive helps. Employ the principle of incentives. Promise yourself a reward if you finish your work on time.
11. **Be realistic** about what you can achieve in the time you have allotted. Don’t optimistically underestimate the time required – this can be very frustrating.
12. **Find out when you work best** – when you are most fresh or faced with the fewest interruptions and distractions. Schedule difficult tasks or work on difficult subjects you are not doing well in at those times.

READING

1. **Make a rapid preliminary survey** of assigned material and get an overall view of the whole text.

2. In a textbook, **read the preface** – it tells why the book was written. Read the Table of Contents to see the general plan of the book. Read the chapter headings and summaries.
3. All material in a textbook is not equally important – **learn to judge the importance** of items and stress the more important – learn to separate the big ideas from the little ones.
4. **Learn to adjust the rate of you reading** to the material at hand. Some books should be read carefully – others are to be skimmed through for general ideas.
5. **Learn to organize** topics into headings and sub-headings – good thinking is organized thinking.