

Study Skills and Exam Prep

Handout

The 5 Study Skills

<u>Responsibility</u>	<u>Self-regulation</u>	<u>Collaboration</u>	<u>Organization</u>	<u>Initiative</u>
Completes readings and/or tasks before lecture, seminar or classes Submits evaluations on time	Sets goals and monitors progress Seeks clarification and assistance when needed from instructors	Completes an equitable share of group work Responds positively to others' ideas, opinions and values in group discussions	Has important dates and deadlines organized in a calendar Keeps track of assignments, quizzes, midterms and exams for each class	Goes to instructor's office hours for any additional questions Emails instructors in advance for assistance or to notify them of an absence

1. Responsibility

Here are some tips to balance your responsibilities:

- ✓ Understand expectations
- ✓ Use a calendar to plan your time
- ✓ Prioritize the most urgent tasks



2. Organization



When choosing a method that works best for you, ask yourself these questions:

- Which method will I check the most often?
- Do I need to be reminded of important dates?
- Can I always have this with me?

3. Collaboration



Hear new perspectives
→ Diversity



Generate new ideas
→ Innovation



Manage multiple personalities
→ Practice



Utilize different skill sets
→ Capitalize on strengths

4. Self-Regulation



1. Create goals
Daily, weekly, monthly



2. Dedicate time to work
Use your schedule



3. Keep track of progress
Check off completed tasks



4. Make a list of professor's contact information
Have as a resource

5. Initiative

Why might you go to your lecturer's office?

- You missed or are going to miss a class
→ Get caught up
- You want to discuss your graded evaluations
→ Feedback
- You have general inquiries
→ Prepare

Exam Prep Tips

- ✓ Review feedback from evaluations completed throughout the course.
- ✓ Spend more time reviewing the first unit.
- ✓ Organize your class notes.
- ✓ Ask questions during office hours or via email.
- ✓ Identify strengths and areas of development. Prioritize your areas of development.
- ✓ Make sure you have all the required supplies at least one day before your exam.

Have a conflict with a classmate? Think STEP.

Stop.

Think.

Express.

Positivity.