The Ten Commandments of the Art of Studying

1. **Become acquainted with yourself** - How do you study? What is the preferred method of study for you? When and where do you prefer to study? Do you to study alone or in groups?

2. **Manage yourself** – Be your own manager – plan your time in a realistic manner (and not in an idealistic one), make yourself a list of priorities, manage your time efficiently and constantly monitor your performance and achievements.

3. **Study actively** – Studying must be active – ask questions about the material, be curious, raise assumptions and expectations about the material studied, list your remarks/thoughts about the material/lecture.

4. **Organize yourself** – organization and categorization of the material is the key to remembering and success. Learn different ways to organize and categorize material for efficient processing of the information.

5. **Variegation and flexibility** – use different methods and all your senses to study the material (listening, reading, writing, talking, etc.)

6. **Attending lectures** – even if you don't make notes during the lecture, your presence at each lecture is important; don't miss lessons and if you do, obtain the missing material immediately.

7. **Join a good study group** – studying in groups is very helpful in internalizing and processing the material, focusing and doing assignments.

8. **Prepare yourself for the exam** – studying for the exams period begins during the first week of the semester. The earlier you read, summarize and organize the material the easier it will be before the exam.

9. **Self Monitoring** – test yourself on a regular basis. What was good and what was bad? How can you improve your performance in the future? Learn from your success just as you learn from your failure. Use the exams you took to accomplish this.

10. **Set Aside Time for Yourself** – learn to dedicate time for leisure activities; leave yourself "time to breathe" between studies, work and society. You need to recharge throughout the entire semester so that you can take the exams while in an optimal state.

By: Rachel Thomas
    Director of the Director of Study Skills Center