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**
    **adinag@stanford.edu**
    723-8676