



Photo available at [http://i.ehow.com/images/GlobalPhoto/Articles/519777/Studytutor-main\\_Full.jpg](http://i.ehow.com/images/GlobalPhoto/Articles/519777/Studytutor-main_Full.jpg), 11-5-09.

# SSS STUDY SMART

A publication for participants of the Lamar University Student Support Services program  
intended to provide information to enhance study skills and academic success.

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## Important Dates To Remember

**Nov. 4th**  
Nutrition and Health for Students

**Nov. 10th**  
Study Smarter, Not Harder

**Nov. 11th**  
Text Anxiety

**Nov. 17th**  
What Not to Wear or Do in Class

**Nov. 18th**  
Overcoming Procrastination

All Academic Enhancement Workshops are held in the Communication Building Room 113.

## Get Things Done - How To Prioritize Quickly and Easily by Mark Darlington

### So much to do

Why is it when we have so much to do, we end up doing so little? Is it because when we're confronted with so many tasks, we find ourselves so overwhelmed that we end up doing none of them? If so, how do we turn this thing around? It can be simple. We need to get rid of that feeling of being overwhelmed, or at least, overcome it. The way to do that is to prioritize.



Photo available at <http://www.selfdevelopmentplan.com/>, 11-5-09.

Must do's are urgent and highly important activities that need to be accomplished right away to avoid consequences.

Should do's are important but not urgent activities that can wait a while before you have to face the consequences of not fulfilling them.

Can do's are activities that would be nice to do at some point, but won't affect you if you don't get around to doing them.

### Look ahead

The first step of prioritizing is working out what needs to be done, as well as the order that these need to be accomplished. A lot of people make the mistake of concentrating on easy tasks. You may get a lot of things done this way but not the really important things, the ones that actually make a difference.

### Make a list

Make a list of all the things that need to be done. Now, organize these activities by urgency – must do's, should do's, and can do's.

### Reward yourself

You'll find that you get more things done if you're looking forward to something. For example, if you finish all the must do's by lunch time, treat yourself to a nice lunch. Rewards don't have to be expensive or time consuming, but it has to be able to create anticipation and motivate you towards reaching your goals.



**SIGN UP NOW FOR TUTORIALS**

**Student Support Services Staff are available Monday–Friday between 8 a.m. and 5 p.m.**

**Call 880-7920 or drop by Room 241 in the Setzer Center**

# Studying Mistakes:

**How To Make Finals More Stressful** By Elizabeth Scott, M.S.

Studying for finals and mid-terms tends to be automatically linked with stress. Certain common

practices often make finals *even more* stressful than they need to be. Do any of these sound familiar?

## **Pulling “All-Nighters”**

A study published in the January issue of *Behavioral Sleep Medicine* found that students who regularly pulled all-nighters tended to have lower GPAs than those who didn't. The study also found that most students didn't stay up all night studying because they *had* to. They did it because it was 'kind of fun,' or a rite of passage.

## **Powering Down the Caffeine**

Recently, many 'energy drinks' have sprung up on the market, and are gaining popularity with students who want to have extra energy for extra studying. While



Photo available at <http://www.cos.edu/techprep/images/girl-studying.jpg>, 11-5-09.

energy drinks may be tempting, and some evidence shows that they can enhance performance in the short term, there are drawbacks as well. Caffeine can give your energy level a temporary jolt, but that can be accompanied by a later crash that leaves you feeling completely drained. Studies show that students who consumed energy drinks may also experience headaches or even heart palpitations.

## **Having Study Parties with Your Fun Friends**

While it seems like a great idea to get together and study with your friends, if you're not careful you may find yourself wasting valuable study time accomplishing nothing but some muted fun. With the wrong mix of people, group studying can

turn into a gossip session.

## **Waiting Until The Last Minute and Going On Adrenaline**

Adrenaline and hasty 'cramming' tend to encode information into your short-term memory, but the knowledge doesn't always remain memorized; you cheat yourself out of a true education.

A wiser choice for those who work best with deadlines is to give yourself a deadline that's really a week or so before your 'real' deadline -- this gives you a burst of motivation, but also some wiggle room.

## **Constantly Reminding Yourself What's At Stake**

Being overly anxious about a test's outcome can actually cause you to do poorly, or to score lower than you normally would. To avoid obsessing, try some positive affirmations, visualizations, or tips on overcoming test anxiety.

Now that you know the ingredients of academic self-sabotage, you know what to avoid.

**You are  
what you are  
and you are  
where you are  
because of what  
has gone into  
your mind.**

**You change  
what you are  
and you change  
where you are  
by changing  
what goes into  
your mind.**

**~ Zig Ziglar**



Photo available at [http://www.accountable-workplace.com/images/man\\_teaching\\_class-horiz.jpg](http://www.accountable-workplace.com/images/man_teaching_class-horiz.jpg), 11/5/09.

## **Supplemental Instruction**

is available  
for the following subjects:

ACCT 2301	MATH 1314
BIOL 1407	BUAL 3310
CHEM 1412	HIST 1302
CHEM 3412	SOCI 1301

For more information about SI,  
call 409-880-7205.

## Concentration: Some Basic Guidelines



Photo available at <http://www.flickr/photos/presta/2394236987/>, 11-5-09.

### 1. Set aside a place for study and study only!

Make a place specific to studying. Don't use your study space for social conversations, writing letters, daydreaming, etc.

Ensure that your study area has the following: good lighting, ventilation, a comfortable chair, and a desk large enough to spread out your materials.

Insure that your study area does not have the following: a distracting view of other activities that you want to be involved in, a telephone, a loud stereo, a 27-inch color TV, a roommate or friend who wants to talk a lot or a refrigerator stocked with scrumptious goodies

### 2. Divide your work into small, short-range goals.

Don't say ... "I am going to spend all day Saturday studying!" You will only set yourself up for failure and discouragement.

Set a goal that you can reach. You may, in fact, do more than your goal but set a reasonable goal even if it seems too easy.

# Managing your Study Time

from How to Study.com

There are only so many hours in a day, a week, and a term. You cannot change the number of hours, but you can decide how to best use them. To be successful in school, you must carefully manage your study time. Here is a strategy for doing this.

### Prepare a Term Calendar

At the beginning of a term, prepare a Term Calendar. Update it as the term goes on. Here is what to do to prepare a Term Calendar.

Record your school assignments with their due dates and your scheduled tests.

Record your planned school activities.

Record your known out-of-school activities.

### Prepare a Weekly Schedule

Each Sunday before a school week, prepare a Weekly Schedule. Update it as the week goes on. Here is what to do to prepare a Weekly Schedule.

Record your daily classes. Enter things to be done for the coming week from your Term Calendar.

Review your class notes from the previous week to see if you need to add any school activities.

Add any out-of-school activities in which you will be involved during the week.

Be sure to include times for completing assignments, working on

projects, and studying for tests. These times may be during the school day, right after school, evenings, and weekends.

### Prepare a Daily Organizer

Each evening before a school day, prepare a Daily Organizer for the next day. Place a  $\checkmark$  next to each thing to do as you accomplish it. Here is what to do to prepare a Daily Organizer.

Enter the things to do for the coming day from your Weekly Schedule.

Enter the things that still need to be accomplished from your Daily Organizer from the previous day.

Review your class notes for the day just completed to see if you need to add any school activities.

Add any out-of-school activities in which you will be involved the next day.

Your Weekly Schedule should have more detail than your Term Calendar. Your Daily Organizer should have more detail than your Weekly Schedule. Using a Term Calendar, a Weekly Schedule, and a Daily Organizer will help you make the best use of your time.

***Get the help you need to catch up, catch on, and get ahead.***

# Test Your Study Skills



Photo available at <http://www.hqpl.lib.in.us/Portals/0/clip%20art/quiz.gif>, 11/5/09.

Read each statement and consider how it applies to you. If it does apply to you, put a check mark by it. The purpose of this inventory is to find out about your own study habits and attitudes.

1. \_\_\_ I spend too much time studying for what I am learning.
2. \_\_\_ I usually spend hours cramming the night before an exam.
3. \_\_\_ If I spend as much time on my social activities as I want to, I don't have enough time left to study, or when I study enough, I don't have time for a social life.
4. \_\_\_ I usually try to study with the radio and TV turned on.
5. \_\_\_ I can't sit and study for long periods of time without becoming tired or distracted.
6. \_\_\_ I go to class, but I usually doodle, daydream, or fall asleep.
7. \_\_\_ My class notes are sometimes difficult to understand later.
8. \_\_\_ I usually seem to get the wrong material into my class notes.
9. \_\_\_ I don't review my class notes periodically throughout the semester in preparation for tests.
10. \_\_\_ When I get to the end of a chapter, I can't remember what I've just read.
11. \_\_\_ I don't know how to pick out what is important in the text.
12. \_\_\_ I can't keep up with my reading assignments, and then I have to cram the night before a test.
13. \_\_\_ I lose a lot of points on essay tests even when I know the material well.
14. \_\_\_ I study enough for my test, but when I get there my mind goes blank.
15. \_\_\_ I often study in a haphazard, disorganized way under the threat of the next test.
16. \_\_\_ I often find myself getting lost in the details of reading and have trouble identifying the main ideas.
17. \_\_\_ I rarely change my reading speed in response to the difficulty level of the selection, or my familiarity with the content.
18. \_\_\_ I often wish that I could read faster.
19. \_\_\_ When my teachers assign papers I feel so overwhelmed that I can't get started.
20. \_\_\_ I usually write my papers the night before they are due.
21. \_\_\_ I can't seem to organize my thoughts into a paper that makes sense.

If you have answered "yes" to two or more questions in any category, look for Study Skills help information for those categories. If you have one "yes" or less in a category, you are probably proficient enough in these areas that you don't need information. Feel free, however, to get information in areas that you may have special interests, even if you scored well.

- continued next column

## Top Ten Web 2.0 online tools for College Students

1. [Box.net](#) - Free online file storage and sharing.
2. [Google Docs](#) - Free web-based word processor and spreadsheet, which allows you share and collaborate online.
3. [Del.icio.us](#) - Social Bookmarking tool.
4. [Meebo](#) - Allows you to access Instant Messengers from anywhere.
5. [Flickr](#) - Share and organize your photos online.
6. [Wikipedia](#) - Free online encyclopedia, great tool for finding information quickly.
7. [RateMyProfessor.com](#) - Great way to check out prospective teachers.
8. [Stu.dicio.us](#) - Student organizer and social note taking tool where students can manage schedules, grades, to-do lists, collaborative notes and files.  
Also see [MyNoteIt](#).
9. [BackPack](#) - An all around great organizer including note taking, file storage, to-do lists, a calendar, and more.
10. [YouTube/Google Video](#) - Great for storing your videos, viewing educational lectures and videos, and for killing time.

**Test Your Study Skills** continued ...

Time Scheduling - 1, 2, and 3.  
 Concentration - 4, 5, and 6.  
 Listening & Note taking - 7, 8, and 9.  
 Reading - 10, 11, and 12.  
 Exams - 13, 14, and 15.  
 Reading - 16, 17, and 18.  
 Writing Skills - 19, 20, and 21.

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