Tips for Being a Successful Learner

Students who have strong study strategy skills are more successful in both face-to-face and remote learning. The more you practice these strategies, the more you will see your learning increase. Knowing how to use study strategies will help you meet your goals almost effortlessly. To learn more, visit the EXCEL! Zone website at https://www.ccd.edu/org/excel-zone

Dedicate a Study Space: Establish *well-lit* study space where you can *focus* on your studies and is free from distractions. This can be a library location or desk in a room at home. Have supplies you need for studying. Try to have the same study schedule – it helps focus.	**Study:** Learn *key concepts first*. Then learn key details. *Study for understanding,* it makes tests easier. Use reading strategies like *SQR3 or PQR4* to develop understanding. *Ask for help* from instructors, tutors, academic coaches and peers. *Review notes daily* and *plan ahead* for your next in-class time.	**Plan:** *Use each class syllabus to plan for in-class and study time. Plan questions* for the next in-class time. Try to have the *same daily study schedule* – it helps focus. Use the pomodoro technique for time management. Work on the *toughest course first*, then dedicate time for other courses.
In-Class*: Pay attention* in every class; make every minute count. *Sit at the front, come prepared* by completion of readings and activities, *ask questions* of the instructor, *listen, take excellent notes* (1/3-2/3 method is great!), *work in advance* with your instructor about concerns that might affect attendance or assignments.	**Over learn:** When reviewing notes to *understand key concepts* before trying to memorize. The more you *practice* through think alouds, *make lists, mind maps,* or *quiz* yourself or a friend, the easier it will become to remember. Humans need time to process information - we're not computers!	**Quiz/Test Prep:** Use notes to *create practice quizzes* and review notes daily. For Multiple Choice - learn *associations* between concepts; True/False - you may use *memorization* of facts; Essays - *create outlines* for key concepts. Or use all of these! **Quiz/Test Day:** *preview test* to warm-up thoughts and ensure all pages are there, *answer known questions* first and then go back to others, *ask instructor for clarification* on questions, and *highlight/circle questions* to go back to.