To Do

- **Study in small increments instead of large blocks and prepare early for tests:** Studies have shown that individuals who break their study time into smaller segments over several days tend to perform better, learn and retain more information than do students who study in longer sessions. Remember, cramming is only effective when you have intense powers of concentration and you are worry-free; otherwise prepare early. A general guideline: 2 weeks to 4 weeks prior to tests/exams; four weeks preparation for essay writing.

- **Study during your best time of day and do not lose sleep to study:** It is important to study at times when you are most alert, and this will vary according to the individual. Some students find early morning effective while other students find late-night-study sessions effective. Find your time and use it effectively.

- **Determine your attention span and take regular study breaks:** For every hour of study, a ten minute break should be taken. Attention span normally ranges from 20 - 40 minutes.

- **Set goals for your study:** Never become rigid when planning your study schedule and allow your schedule flexibility to accommodate unforeseen events and circumstances.

- **Keep a flexible study schedule**

- **Preview assigned readings before class and review lecture notes daily after each class:** Lecture notes should be reviewed within 24 hours of the lecture for best results. The review can take anywhere from ten to twenty minutes depending upon the complexity of the lecture material. Daily review of notes has been proven to lead to long-term retention and recall.

- **Participate in your learning experience by using active study strategies such as self-questioning, linking, rewording, and rehearse out loud techniques**

- **Use Study Guides and Previous Year Tests**

- **Consider strategies customized according to test format**
Identify your study style: Understanding if you work well in groups or individually can help. Additionally, identifying your learning style, (auditory, visual, kinesthetic) can lead to conducive learning strategies.

Internet Resources

Vark-A Guide to Learning Styles

Study Guides and Strategies
http://www.studygs.net/attmot4.htm

About Com: Canadian University Study Skills
http://canadaonline.about.com/od/studyskills/Canadian_University_Study_Skills.htm

Academic Success Centre, University of Toronto, Helpful Links
http://www.asc.utoronto.ca/Helpful-Links.htm

Muskingum College: Organization
http://www.muskingum.edu/~cal/database/general/organization.html

University of Toronto, Scarborough, Study Skills Tipsheets
http://webapps.utsc.utoronto.ca/aaccweb/index.php/study-skills/study-skills-tipsheets

ADHD Support: Organization Strategies for Adults with ADHD

LD Online: Organizational Skills for Students with Learning Disabilities
http://www.ldonline.org/article/Organizational_Skills_for_Students_with_Learning_Disabilities%3A_The_Master_Filing_System_for_Paper

AT Organizational Solutions for Students with Learning Disabilities
http://atto.buffalo.edu/registered/ATBasics/Populations/LD/organization.php

For Additional Information

If you have any questions, or would like more information, please contact your Disability Advisor at the AccessABILITY Resource Center. Consider exploring time management further with the SOAR (Strategic Outcomes for Academic Progress) online, learning strategies program.

To obtain this document in alternate formats (electronic, Braille, large print) please email access.utm@utoronto.ca or call 905-569-4699.