

Effective Study Time Tips

SQRW

- Use the five-step process that works:
Survey, **Q**uestion, **R**ead, and **W**rite.

Note Taking

- Take good notes that summarize, not necessarily repeat material.

Clues

- Pay attention to clues that indicate when you should take notes.

Outline

- Use the traditional outline form to organize your notes.

Highlight

- Emphasize important points with colored highlighter pens.

Points to Remember

- Indicate points to remember with different styles of writing, such as capitals and italics (cursive).

Use Both Sides

- Take notes with both sides of the pages.

Shorthand

- Develop your own system of shorthand.