

## Success Strategies for Graduate Students

1. **Take notes by hand.**  
Here's why: <https://www.npr.org/2016/04/17/474525392/attention-students-put-your-laptops-away>
2. **Review your notes.**  
After class, schedule 90 minutes to review your notes from the lectures that day and every day. Then, review them again a week later and a month later to store the information in long-term memory.
3. **Use active reading strategies.**  
To understand how to use active reading strategies, watch these videos:  
<https://mcgraw.princeton.edu/active-reading-strategies>  
<https://www.thoughtco.com/active-reading-strategies-1857325>
4. **Decide what to study.**
  - Determine a reasonable task (chapters, pages, etc.)
  - Break the task down into components.
  - Study for a specific amount of time, such as 50 minutes, then take a 10 minute break.
  - During your break, stretch, relax, have an energy snack.
  - Schedule time to actively engage in non-academic activities. Giving the brain this rest helps you study more effectively.
5. **Set and stick to deadlines.**
6. **Do difficult tasks first.**
7. **Stop procrastinating.**  
Start off with an easy, interesting aspect of the project. For more tips on how to stop procrastinating, watch this video: <https://www.briantracy.com/blog/time-management/the-truth-about-frogs/>.
8. **Make flow charts or concept maps.**  
Make visual aids such as flow charts and concept maps from your PowerPoints and lecture notes. To learn how to make flow charts and concept maps, watch these videos:  
<http://asq.org/learn-about-quality/process-analysis-tools/overview/flowchart.html>,  
<http://www.inspiration.com/visual-learning/concept-mapping>,  
<https://www.youtube.com/watch?v=8XGQGHli0I0>.
9. **Don't multitask.**  
It has been proven impossible and dilutes your attention.
10. **Review graded assignments.**
  - Review the instructor's feedback and corresponding information in your textbooks, lecture notes, PowerPoints, tutorials, DVDs and recorded lectures.

- If you have questions after reviewing all of the above, email your professor and include the following information: the graded assignment, your email address, and your specific questions in the areas that need clarification.
- If after both the above steps you still don't understand, please contact your instructor to make an appointment for a meeting.

**11. Try group study.**

After you have reviewed the material and have a good understanding of it, meet with a group of 3-4 people and quiz each other. This process will help commit the material to memory and identify areas of weakness. Study group tips: <https://www.educationcorner.com/studying-groups.html>.

**12. Communicate with faculty.**

If you are experiencing difficulty with coursework or have health or other personal issues which are negatively impacting your studies, tell your professor as soon as possible. Don't wait until the problem is serious before making contact.

**13. Don't fall behind.**

Each chapter builds on the one before, so if you begin to fall behind, catch up as quickly as possible.

**14. For more information** on study and test taking skills, review the following video: <https://bit.ly/2LZzSpH>.