

THE SUCCESSFUL STUDENT'S STUDY SKILLS CHECKLIST

Directions: Please read through these quickly and circle the N or Y.

- N Y 1. I have written out and posted a weekly schedule for myself. The time-table includes class study and work time along with other necessary daily time expenditures.
- N Y 2. I know the name of every teacher I have this semester, his/her office location, campus phone number and office hours.
- N Y 3. I have the required books for every class.
- N Y 4. I have surveyed every textbook that I am using this semester, i.e., I've read the Introduction, Preface, Table of Contents, Glossary, and Index.
- N Y 5. In case I am forced to miss a class I know the name and phone number of a fellow student that I can call.
- N Y 6. I have a separate and workable notebook for each class, i.e., there is a place for handouts, a place to note assignments, flexibility to add or recopy notes without influencing the proper sequence, etc.
- N Y 7. I have located a permanent place to study. The place is well lighted, quiet, free of distractions, and equipped with proper studying equipment.
- N Y 8. My lecture notes are always dated, written in my own words, neat, and titled.
- N Y 9. When I get tense before an exam, I know a relaxation technique that can help me do better on the test.
- N Y 10. Upon taking a test, I first skim through the entire test, then work the questions I am most sure of, then go back and answer the more difficult ones and finally review the entire test.
- N Y 11. I always survey a chapter before beginning to read thoroughly.
- N Y 12. I always summarize, either silently or in writing, the chapter I have just finished reading.
- N Y 13. When I read, I read actively; that is, I read with questions in mind.
- N Y 14. I underline in my textbooks after I read a chapter.
- N Y 15. I always attempt to be on time for class.
- N Y 16. I always come prepared to class. I have read the assignment and completed the written assignment.