Give yourself plenty of time: Cramming does not work. When you start to study weeks ahead you have plenty of time to read everything. It also gives you time to ask questions about anything you don’t fully understand.

Set up a study environment: Someplace where you are comfortable and where there is little distraction (no TV, blaring music)

How many pages do you have to study? If you have 10 pages to cover in 1 week, then that is 2 pages a night to review and study a night, and general review for the last two days.

Study every night: When you start early enough you can easily avoid the stress and anxiety of pulling an all-nighter. 1 hour a day is easier to handle than 3-4 hours the night before.

Make your own notes: Look at the chapter or unit or section, are there any bolded words? Write these down. These are key words.

Put it in your own words: This is a great way to help you really understand the material. Memorization and rote repetition are for robots. You need to understand the material to succeed.

Cover, recite and check: It is very easy to reading a paragraph, or a page then covering it up, and saying it back in your own words.

The secret to easy studying is: to be an active learner in the classroom. Raise your hand. Ask questions. Participate in discussions. Don’t just sit and wait for the teacher to teach you, get involved in learning.