

## Tips to be Successful

### Study Habits

Each student retains information differently. Some prefer reading while others rely on hearing and still others by doing. Because it is hard to know what your best learning style is, here are some general suggestions that you might find helpful in studying and retaining the information in the course.

#### *Motivation*

Without a defined class schedule, it can be challenging to set aside time to spend in your course and studying the material. Write down the reasons that motivated you to make this change in your life and keep the list somewhere you see it every day.

#### *Study less, but do it more often*

Don't try and learn everything in extended last-minute sessions. Your brain prefers regular repetition. Studying for one hour a day for ten days is better than ten hours the night before the test.

#### *Schedule your study activity*

Block out study times in 2 – 3-hour increments on your calendar for studying. Share this schedule with those around you to help you keep with it. Allow yourself a 10-minute break for every 60 minutes of study time.

#### *Be realistic*

Before embarking on new learning, set a realistic target, then create a manageable study plan. Factor in some extra time to help you cope with busy work periods or potential delays as well.

#### *Review and summarize regularly*

Periodically, summarize what you have learned/accomplished so far. By knowing how far you have gone, you know how close you are to completion. This will help keep your goal in sight, provide positive reinforcement, and will build confidence.

#### *Learn actively*

Studying is much more effective when you force yourself to learn actively. Write notes while you read, read out loud to yourself, explain concepts to those around you who will listen. The more active your brain and other senses are, the more likely you are to retain the information.

#### *Read it, write it*

Make sure that you take notes. This is essential for memory retention. Write down chapter headings and briefly summarize the key points as they appear. Jot down any questions that arise, or disagreements you have with the material. This is another way to make your learning active. Your course has a note-taking feature built in.

### ***Relate learning to your life***

When reading, try to turn theory into your daily practice. As you read them, consider how the different laws, concepts and techniques will work in “real life”. Your course final and licensing exam will require you to apply concepts from the course, not just memorize them.

### ***Check with your instructor***

If you are struggling to understand a concept, reach out to your instructor to ask for assistance. You can reach your instructor using the Email Instructor link on each page of your course.

### ***Use testing as an opportunity***

Use quizzes and tests as an opportunity to improve. Use missed questions as a road map of which parts of the course need additional review. Memorizing the quiz and test questions is not productive. Quiz questions are not repeated in the exam. The concepts in the quizzes will be similar to what is in the exam.

### ***Concentration***

The ability to concentrate is one of the more important study skills you need to develop. Make sure you are studying in an environment that allows concentration. While you can access your course from anywhere you have internet, try to study in environments away from distractions that allow you to concentrate on the material.

## **Taking the Exam**

The course final exam and state licensing exams are comprehensive. They require both the application of the concepts in addition to memorization of terms and laws.

### ***Elimination mode***

At the time of the exam you are not in the learning mode anymore. You are in the elimination mode. You should work on eliminating the answer options you know are wrong to allow you to focus on choosing the best answer from those remaining.

### ***Find the question first***

Most exam questions contain multiple sentences. Scan the question to find out what is actually being asked. Then go back and read the entire question. This allows you to focus on what information you need to pull out of the question and ignore the distracting information.

### ***Read twice, answer once***

Read each question twice before choosing your answer. Be alert for words like NOT or EXCEPT which can change the whole meaning of the question.

### ***Avoid over analyzing***

Most exam questions are written to be straight-forward. Don't confuse yourself by thinking of all the 'what-if' situations. Stick with what exactly what the question is asking.

***Use the exam to your advantage***

Many times, information contained in one question may help with the answer to another question on the exam. If you were unsure on an answer, watch for other questions on the same concept that may trigger your memory or provide an answer.

***Trust your gut***

Usually the first answer you think is correct is the correct answer. Don't change an answer unless you have found proof in another question that your answer is incorrect.