Plan for the semester: Write down when all assignments (including reading assignments), projects and tests are due. Don’t forget to include how much an assignment is worth so that you can track your progress in the class.

Plan for the week: If you are enrolled in 13 credit hours of class you need to plan for 26 to 39 hours of studying outside of class each week. Each hour in class should equal 2 to 3 hours of study. Once you have scheduled your study time then you can add time for social activities.

Plan for class: Make sure you come prepared. You should complete the assigned reading and review your notes prior to class. Prepare a list of questions that you hope to get answered from the instructor or other classmates.

Study Time: The best way to learn is through repetition. Here is how you should break down your study time for each hour of class:

**Quick Review**
(15 – 30 minutes after class or within 3 hours of class): Go over your notes. Make sure you understand what you wrote down. If you don’t understand highlight it and plan to study that material or talk to your instructor to help clarify.

**Commit to Memory**
(1 – 2 hours within 48 hours of class or before the next class period): You should be reviewing your notes and connecting them to your reading materials. This would be a good time to prepare for the next class period.

**Free Recall**
(15 – 30 minutes throughout the week): You should think about your class and recall the information you are learning during that week. As the weeks pass try to think back as far as you can. You will be training your mind to respond like it needs to in a testing environment.

**Weekly Review**
(1 – 2 hours every week): You should review all of your notes and materials each week and build upon what you have already learned. This way you are preparing for the next test and you are engaging in repetitive learning.