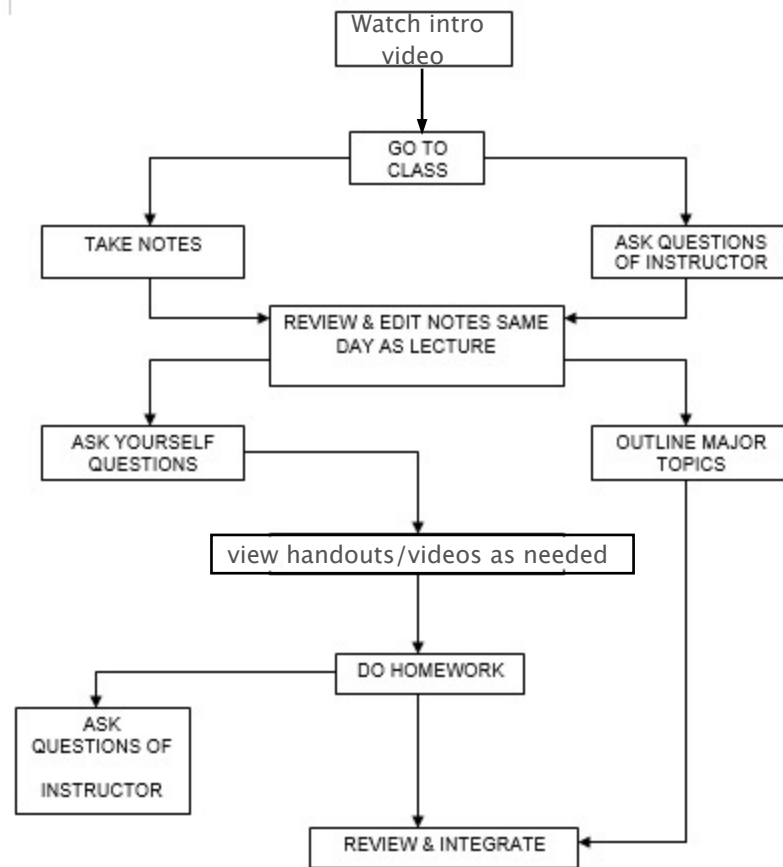


A WEEKLY FLOW CHART FOR STUDYING



Help to improve your memory by:

1. Overlearning: Go back and review your understanding of a topic after you believe that you already know it, and try to connect it to items that you already know. Do not take it for granted that you know it, just because it made sense at one time. Just re-reading something without quizzing yourself on it, will not help much.
2. Spaced Study: Study a short amount of time frequently, rather than a long time for only a few times.
3. Elaborative Learning: Review and revise the notes that you have taken, when you come to know more than you did when you first took the notes.
4. Interleaving: While reviewing, switch back and forth between different topics in the material so that your mind has to switch back and forth between topics, forcing it to recall the ideas over and over.
5. Interconnection: Try to connect the topic to one that you are already familiar with, if possible.
6. Recency/Frequency: Don't be fooled that you know something just because it made sense at one time or in some way. Look at it more deeply on occasion.
7. Graphic Organizers: When possible, try to draw a diagram or graphic organization of an individual topic (to explain it to yourself in a visual way) and a graphic organization of a collection of topics (to see how they are connected).
8. Practice Tests: Make up and/or take some practice tests. Write questions on one side of a piece of paper, and then write the solutions or answers on the other side. These can be used to quiz oneself.

Be more effective by:

1. Study in a group. You can all benefit from the materials created by others in your group.
2. Get a 3-ring binder and keep all materials from the course organized chronologically in that binder.
3. Review your exams and feedback to see how you can address an errors that you made or learn any topic a little more completely.
4. Keep a notebook with the following information. Once you understand how to work a particular kind of problem, write down in words to yourself:
 - a. an explanation of how you can recognize it as that kind of problem.
 - b. an explanation of how you solve this kind of problem.
(remember, the explanation is in words, not only an example problem)
 - c. As you get better at solving that kind of problem, or learn something else about solving that kind of problem, update this explanation.