



# Academic Support Center

## Organization, Study Tips, and Best Ways to Learn

### Organization

- Put all important due dates, assignments, and tests into a calendar as well as a check list.
- Have a specific folder, notebook, etc. for each class you are taking.
- Make sure that your study space is clean and organized.
- Plan out each day and week with when and what you will be doing.
- It is always better to be proactive and start working ahead in not only the classroom but in all aspects of life.

### Study Tips

- Read through a chapter ahead of time taking some quick notes and write down questions that you have.
- After going over a chapter/subject in class, return to the book to read over important concepts mentioned in the lecture/class.
- Rewrite and organize notes that you have taken in class.
- Create note cards and study sheets/blank templates to fill in and improve understanding.
- Organize and coordinate study groups/sessions.
- Utilize your teacher, tutors, students, facility, and all the resources available to you.

### Best Ways to Learn

- Understand that there are many different learning styles.
- Try out and identify what learning styles work best for you.
- Do NOT procrastinate or attempt to learn everything last minute.
- Realize that it takes 5-10 repetitions or more to learn and retain new information.
- The best ways to learn are to:
  - Ask questions.
  - Discuss a topic/concepts with others.
  - Teach and explain content knowledge to family, friends, and classmates.

For all academic help, contact:

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