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Biography

Dr. Stephen Jones is a Philadelphia native who has 20 years of experience as an educator, presenter, and author. Dr. Jones earned a B.A. in Psychology from Widener University, M.ed from Howard University, M.B.A from Philadelphia University, and Ed.D from Widener University. Dr Jones has devoted his career to helping 1000's of students across the country to achieve their dreams of earning a college degree. He has used an extensive part of his career at Philadelphia University, Drexel University, and Metropolitan Career Center helping students who have poor study habits. Dr. Jones believes that students can achieve better grades if they are given the right tools to overcome test anxiety, poor time management, and an inability to focus. Dr. Jones has reshaped the landscape for students whose families lack the information they need to succeed in college. He has designed a book that is improving the intellectual capacity of America's future workforce.

Acknowledgements

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Part I Introduction	7
Why Study	8
Part II Mapping Your Strategy for Better Grades	
Chapter I - HOW TO STUDY SMART	10
Quantity vs. Quality.....	11
Seek Help.....	12
Study Group.....	13
Know Yourself.....	14
Put an End to Peer Pressure.....	15
Locate a Quiet Study Environment.....	16
How to Prepare For Essay Examination.....	17
Objective Questions.....	18
Develop Your Own Test.....	18
Improve Your Memory.....	18
Develop an Examination Outline.....	19
Study Smart Application.....	20
What College Students are Saying.....	26
Study Smart Summary.....	27
Study Smart Activities.....	27
Chapter II - TIME MANAGEMENT	29
Making the Commitment.....	30
Active Time Management.....	30
Create a Time Management Environment.....	31
Test Preparation.....	32
Divide Your Study.....	33
Participate in Stress and Relaxation Exercises.....	34
Time Management Applications.....	35

Chapter II - TIME MANAGEMENT	29
Time Management Sheet.....	38
What College Students are Saying.....	39
Time Management Summary.....	40
Time Management Study Activities.....	41
Chapter III - FINANCIAL PLANNING FOR COLLEGE/TRADE WORK	43
Making the Investment Work.....	44
Time is Money.....	45
Avoid Financial Problems.....	46
Study Smart Financial Plan.....	46
College Financial Planning.....	47
Winning Scholarships.....	48
Financial Planning Applications.....	49
What College Students are Saying.....	52
Managing College Finances Summary.....	53
Managing College Finances Activities.....	53
Chapter IV - TERM PAPERS	55
Brainstorming.....	56
Outline Topic.....	57
Your Instructors and the Term Paper.....	58
Your Resources.....	59
The Computer is your Friend.....	60
Term Paper Application.....	60
What College Students are Saying.....	65
Term Paper Summary.....	66
Term Paper Activities.....	66

Chapter V - TEST QUESTIONS	68
Using Others as your Academic Resource.....	69
Memorize your Notes.....	69
Memorize with 3 x 5 Cards.....	70
Multiple Choice Question Review.....	71
Test Preparation Applications.....	76
What College Students are Saying.....	77
Test Questions Summary.....	77
Test Preparation Activities.....	78
Chapter VI - UNDERSTANDING THE TEXTBOOK	80
Textbook Topics.....	81
Textbook Questions.....	82
Textbook Applications.....	83
What College Students are Saying.....	85
Understanding Your Textbook Summary.....	86
Textbook Activities.....	87
Chapter VII - UNDERSTANDING YOUR TEACHER	89
Resubmit Assignments.....	90
Ask for Extra Credit.....	90
The Teacher Presentation Style.....	91
Understand your Instructors Research.....	91
Ending Procrastination.....	92
The Teacher Application.....	92
What College Students are Saying.....	95
Understanding the Teacher Summary.....	97
Teaching Activities.....	98

College Resources	100
College Preparation Courses.....	100
Financial Aid/Scholarships Resources.....	101
Financial Aid Web sites.....	113
SAT Resources.....	113
SAT Prep Online.....	114
College Book Web-sites.....	115
Cheap Books.....	116
College Web-sites.....	117
How to Study Resources.....	118
How to Study Web sites.....	118
Money for College.....	119

INTRODUCTION

This book was written to offer middle and high school students study strategies that immediately result in improved grades. You will learn techniques to improve the quality of your study and not the quantity of study time. In our fast paced technological society you need to know how to retain more information. You will learn how to memorize notes for quizzes, tests, and how to excel when writing term papers. This book helps students to get over test anxiety, which is one of the major roadblocks to getting an A on every examination. After reading this book you will feel confident and motivated that you can succeed on every examination.



Here are the 10 benefits of learning how to study:

- ▼ **You can earn scholarships and grants for college**
As the cost of college and trade school continues to increase, you will need more scholarships and financial aid. Improving your grades increases your eligibility to earn scholarships and grants.
- ▼ **To increase your chances of easy admission to college**
Admissions officers look at each applicants high school grades. Students who learn how to study and earn better grades in high school are planning for successful admission to college.
- ▼ **Get paid more**
Students who attend college and complete an associates degree earn \$250,000 in their lifetime and students who earn a bachelors degree earn a \$1,000,000 over their lifetime.
- ▼ **Earn better grades**
Students who learn how to study effectively can consistently earn "A+" grades in their middle and high school classes.
- ▼ **Obtain a job you enjoy**
When you have good grades employers become interested in hiring you as their next employee.
- ▼ **Improve your chances of completing the requirements for graduation from your middle school and high school**
You don't have to worry about your graduation day when you consistently study.
- ▼ **Learn how to improve your memory**
You improve your memory, which will lead to better grades.
- ▼ **Get early preparation for your career**
You can use your study skills to research career web sites on the internet.

- ▼ **Learn how to manage your money**
Learn how to organize a financial plan. You can begin to save for college early by implementing your own financial plan.
- ▼ **Improve your performance on SAT and trade school tests**
Your ability to study effectively and think critically will influence your performance on college entrance and trade school licensing examinations.



● Why Study?

When some students think about studying they get frustrated because it seems that no matter how hard they study they can't obtain good grades. It can even be confusing when the information you receive in class does not appear to agree with your test. Some students study long hours but never earn better grades. There is one solution to this problem. You must learn how to study smart.

First realize that you can learn anything you set out to understand if you have a positive mental attitude. You must determine your short term goals each time you sit down to study. Your short-term goals should include information you need to creatively learn your subjects. For example, let's say that you are studying for a history examination. Identify all of the information resources you will need, such as video tapes, extra text books, library information, internet resources, meetings with your teacher, and computer software. Map out a plan indicating resources you will use to study each course.



Fast Tips

- ▼ *Organize your study notes into separate binders*
- ▼ *View video tapes and web sites related to your course*

QUANTITY VS. QUALITY

The quality of your study is an important factor in beginning an effective study session. Quality study time begins when the first day of school starts. It includes preparing and collecting study materials for each class. Once you have collected your materials, identify a quiet study environment and begin to develop an outline of your material. Use your calendar to mark off important examination dates. Have a written plan indicating action steps you will use to obtain your goal. Having a game plan will help you to maximize the amount of information that you will learn from each study session.

Some students believe that long hours of study results in better grades. This belief is not necessarily true. Some students who study long hours each night do not achieve the results they desire. Even after long hours of study they don't remember their material when they enter the examination room. This happens because they have not discovered that the quality of study is more important than the quantity of study time.

Quality of study also includes having a right attitude about the information you're studying. To study effectively your mind must be clear of all distractions. Try to resolve personal problems as soon as they arise. Talk to a friend or see a counselor who can give you sound advice. When you have the right attitude, your study will be more effective.

Fast Tips

- ▼ *Ask yourself what have I learned after each study session*
- ▼ *Make notes of important points while you study*

There are many places where you can acquire greater knowledge about your topic. The smart student uses every learning resource.

Start by seeking assistance from your teacher. Getting to know each of your teachers is important. Knowing your teacher enables you to gain easy access to additional resources that they can provide. Each semester get to know your teachers. Knowing your teacher's likes and dislikes can improve your grades on examinations and quizzes.



Most schools have a tutoring center or teachers who can offer additional support on your subject. Go to each session with the appropriate preparation. Complete all textbook chapters and problems prior to scheduling your tutoring meeting. Your preparation for each session is important because it will help you to identify your tutoring needs.

Always schedule tutoring time when you have energy. Study daily to get the most out of each tutoring meeting. Take notes on key points you pick up from each tutoring session. Include these points or principles in your examination preparation.

You will be a better student if you seek help when you need it. Once you have identified a good tutor continue with the same tutor until the end of the school year.

Fast Tips

- ▼ *Seek help from other teachers*
- ▼ *Seek research help from a local senator or congress person's office*
- ▼ *Seek help from a local college tutoring center*
- ▼ *Seek help from a college student organization*



Now that you are preparing for college or trade school you need to take advantage of every resource. One of your greatest resources for collecting information is a study group. The principle of quality study time also applies to effective study groups.

Each session you should identify study group partners who are committed to the group goal. At each session you should identify a purpose and outcomes you want as a result of your participation.

Study group members should demonstrate their own knowledge of the subject during each session. Your preparation should include a study of all textbook materials and notes prior to the beginning of the study group. If each partner makes this same commitment, then the study group will be effective.

Fast Tips

- ▼ *Identify a purpose for each study session*
- ▼ *Give an assignment to each group member*
- ▼ *Follow up with group members by telephone or e-mail*

Know Yourself

You can learn a lot about yourself by getting to know your own learning style. To determine this, there are many tests that can be administered by a counselor or college learning center. Once you identify your learning style, you have a fantastic opportunity to use this information as you implement your study strategies.

Develop activities throughout your study sessions that explain the information according to your learning style. You may be a tactile learner who needs to



touch something to understand it. If so, create an opportunity to visit a laboratory or corporation where there are items available in the area you are studying. You may want to visit a museum so you can see certain artifacts you are studying in a geology class. You will be able to form a picture of your topic and a better memory of where it fits.

Fast Tips

- ▼ *Don't procrastinate on projects*
- ▼ *Know how you learn best*
- ▼ *Do you learn better by reading, listening, or seeing information?*

Put an End to Peer Pressure

Developing positive learning partnerships with friends is a great experience. In high school many life long relationships are established. The exchange of information with friends who attend your classes can be a powerful motivation for you to complete your diploma.

While these relationships are important, they should not be a dominant source of defining who you are as a person. You define who you are as a person by having a wealth of different types of experiences and the ability to choose for yourself and say no when necessary. Develop the ability to have a high level of self-esteem to know the following: who you are, where you are going in life, and how you will stay on track.

You can accomplish great things by focusing on your personal mission statement. Develop your statement and keep it at the forefront of your study plans. You determine when you should relax and when you should say yes or no to friends. Your mission statement should guide your actions. Write down your academic mission statement and post it everywhere. You can tape it to your refrigerator, computer, desk, and notebook.

Throughout your middle school and high school experiences there will be many daily decisions. Making good decisions means a positive outcome for you and for the person or persons who are exerting peer pressure. Your decisions may even lead your peers to evaluate their own commitment to their goals.

Fast Tips

- ▼ Surround yourself with peers who will help you to learn
- ▼ Look for a teacher or college student mentor

Locate a Quiet Study Environment

Creating a quiet study environment increases your opportunity to learn a topic. Creating a quiet environment helps you to gain greater clarity and to think creatively about your topic.

Loud music causes the left and right side of the brain to operate in different directions. If you must study with music make it soft and serene to allow your brain to relax as you study. Try relaxing music like jazz or classical music. Research has shown that music by Mozart can help your memory. Television is another common distraction. You want to avoid as many distractions as possible. Sometimes you will have to leave your room to get the right environment. Places such as the library, a study room in your home, residence hall or a friend's room may meet your needs.

Locate a consistent place to study and remove distractions such as pictures, papers, and books that clutter your study surface. These may prevent you from studying because you lose focus on what you want to accomplish. Avoid studying in places that are too comfortable, such as your bed. If you are too comfortable you may sleep during your study time.



Creatively use your location to highlight your accomplishments. Display term papers and examinations that remind you of good grades you've received. This display will reinforce your persistence. If you organize a study group, find a good location. Locate a place where other students will not distract your group study session. An effective group is organized with a central focus and a location that maximizes the potential contribution of everyone in the study group.

A good study group helps you to improve your performance as you share your knowledge and resources.

Fast Tips

- ▼ *Create a quiet study environment*
- ▼ *Plan your study time to avoid distractions*

How to Prepare For Essay Examinations

Use your class notes and textbooks to develop several questions your teacher may ask on your examination. Test yourself by writing answers to your questions in an essay format. Testing yourself can help you to determine how much additional information you need to learn prior to your examination. You may want to access back examinations from a friend, your library or tutoring center. Practice answering these questions to focus on your examination preparation.

Fast Tips

- ▼ *Create your own essay questions*
- ▼ *Ask your classmates to create examination questions*
- ▼ *Form a test preparation group*

Objective Questions

To prepare for an objective examination with true or false questions or multiple-choice questions, here are some pointers. Remember, absolute responses such as, always, never, everyone, etc., are frequently false answers. Look for the common themes that you find on your examination. Notice that long answers on multiple-choice tests are frequently correct. Conduct your own mental review of the materials you are studying. If you must guess an answer to a multiple choice question, circle B.



Fast Tips

- ▼ Practice multiple choice questions in your book
- ▼ Review all quiz questions and answers again

Develop Your Own Test

You can always construct your own examination from your notes, tests and study outlines. Set aside a specific time on your calendar to take your own examination.

Improve Your Memory

You can improve your examination performance by using memorization techniques such as 3 x 5 cards or a matrix diagram of your topic. The 3 x 5 card should have a question on one side and a response on the second side. Study your questions and the correct responses in half-hour intervals. Feel free to take a five or ten minute break during each study period.

Use matrix squares to fill in with topic information. For example, if you are studying history, fill in all your dates on the left side and special topic areas across the top of your page. Next, use each corresponding cell to list important information. For example, you could list 1990, 1991, 1992, 1993 across the top and on the left side of the matrix, list each president, economy, policies, etc. Using this structure is another way to develop a memory map for your examination. This method enables you to make the topic part of your long term memory.

Fast Tips

- ▼ *Draw pictures into your notes*
- ▼ *Make up a story you will remember*
- ▼ *Use 3 X 5 cards to memorize definitions and facts*
- ▼ *Study for a focused 20 minutes to begin your study session. Short breaks are O.K.*

Develop your Examination Outline

Develop an outline of your text. It should highlight all topics of the chapters of your text book. Use small letters to list important topics from each chapter. Next develop questions you will answer. The main question that you must be able to answer is what is important and why your understanding of the topic is correct.

An outline of your text brings clarity to your preparation for each examination. Review these highlighted topic areas for each of your examinations. Keep them in one place using a three ring binder. These books can always be used to reference additional course materials.

Fast Tips

- ▼ *Text book questions are a good place to begin all examination preparation*
- ▼ *Develop a sentence outline of chapter topics.*
- ▼ *Review your chapter each day prior to your examination*

Study Smart Application

Study smart strategies can be used as a supplement to enhance your overall academic performance. They should be applied to a wide variety of your courses. The goal is to get you started by providing you with an easy-to-learn format.

You must begin by establishing an environment that is appropriate for effective studying and completing your assignments.

1. Locate a quiet environment.

- A.. A quite environment is essential for effective study to occur. The distractions you experience in a given hour of study are numerous. You must identify the unique items that distract you and remove them from your study area.

List quiet environments

- B. Some distractions may include television, radio, telephones, CD player, friends, telephone calls, family members, planned activities, and any clutter.

- C. You should select quiet areas for study in your home, college, or library. These locations should include places where distractions can be removed. If you must put a sign on your door, specify the time when you will be available.
- D. Locate a consistent place to study. This enables you to develop a consistent pattern of thought when you prepare to study. When you are at the location you selected, you quickly focus on having quality time to understand the material you decided to study.

List several study session locations

- E. You may want to display some of your class achievements or previous transcripts as a reinforcement to performing well. This is like putting trophies in your environment.
- F. Conduct group study in a place where the group can remain focused. If your study group fails to accomplish its group meeting goals when you meet in one particular room, select a different location. This location should be brightly lit. A group leader should be assigned.

Study group list

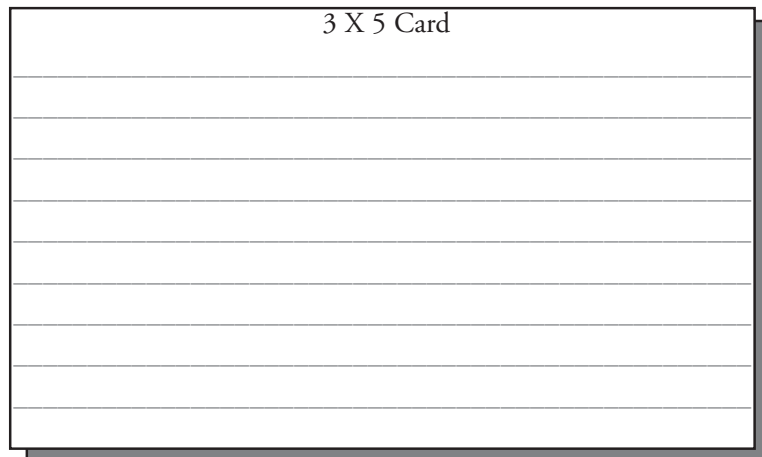
2. **Re-writing notes**

A. Re-write your notes for better clarity. Sometimes as you take notes you may use abbreviations. It is important to reinterpret what you have written. If not you may forget what your abbreviations represent. Re-writing your notes will help you to have a better understanding of what has been said.

Note Pad

B. You should re-write your notes right after your class. You may have missed important information. Visit your teacher or professor to fill-in missing information. Compare your notes with a fellow student. Remember, waiting to check review your notes prior to your next test will only create problems and anxiety.

C. Use 3 X 5 cards to help you study your notes. Ask yourself a question on one side, and write the answer on the other side. As you flip through your cards, write the answer on your own sheet of paper. If it is a mathematical formula leave out a section and see if you can still answer the question.



2. Re-writing notes

You should begin to rewrite your notes by asking yourself questions during your lecture. If a question is unanswered make a question mark in your notes. You can pursue answers to your questions later. The purpose for re-writing your notes is two-fold: (1) to increase your clarity of the topic, (2) to prepare for a future examination. The best time to rewrite your notes is on the day that you received the instruction. On the day you received the instruction the topic is still on your mind and you can pursue additional information on the topic area. You may also want to write down topics on 3 X 5 cards. You can refer to your cards when you prepare for examinations. Ask yourself questions on one side and put the answers on the second side.

3. Develop test question based on your course.

- A. Listen carefully to what the teacher has to say. Write down information that the teacher says is important. Identify questions the teacher repeats several times. Sometimes he/she will repeat questions several times. Observe any unique approach that he/she uses to instruct the class. These are all pointers to what the teacher considers important. Use them to make up your own questions.

List test questions

- B. Additional questions can be developed from each chapter of your textbook. Start by posing a question based on each chapter heading.
- C. If old tests are available, practice answering the questions that were previously used.

4. Explain your understanding of your notes or textbooks to someone.

- A. If you are studying with a friend or a group, report the information you know to them. This will help you to prepare for your examination.
- B. Ask your friend or the group to ask you questions. Your study answers help you to organize your knowledge so you can answer the real test questions more quickly and accurately.

5. Write your notes from memory

Notes

6. Use a tape recorder to help you to memorize.
 - A. A tape recorder can be used to provide an accurate record of the information presented in class. You may miss something due to distractions in class but the tape recorder keeps on running. It also gives you opportunities to work on new ways to learn the material.
 - B. You should set a regular schedule to listen to your tapes. This schedule guarantees that you review the tapes soon after each class.

What College Students Are Saying

Anthony McLaughlin*Pennsylvania State University*

- ▼ Your schedule is flexible every day of the week. Use your time between classes to study lecture notes.
- ▼ Don't wait until the last minute to study. Avoid cramming on examinations. Study at least a week in advance of each examination.
- ▼ As you study, review the most difficult problems first.
- ▼ While attending high school complete Algebra 1, geometry, and Algebra II.
- ▼ Go to group study sessions for every subject.
- ▼ Study with people who have a positive attitude about college.
- ▼ Computers are important for receiving messages and typing term papers.

Zach Fister*University of Kentucky*

- ▼ On multiple choice questions, decide in your mind the right answer before looking at your choices. The closest answer is usually the correct answer.
- ▼ Quickly write out memorized mathematics and science formulas in the examination margin at the beginning of the test. It will reduce your fear of forgetting the formulas.

Study Smart Summary

- ▼ Maintain a positive mental attitude regarding the information you are about to study.
- ▼ Identify your short term study goals each day.
- ▼ Remember that the quality of your study time is more important than the quantity.
- ▼ Keep your study environment clear of distractions.
- ▼ The smart student seeks help when information is needed.
- ▼ Prepare for all tutoring sessions by reviewing your text book and completing assignments.
- ▼ Always plan your study time, when you have the most energy of the day.
- ▼ Organizing group study partners is an effective tool for improving your academic performance.
- ▼ Find an upper-class student and ask him/her to become your mentor.

Study Smart Activities

1. In a small group, develop a list of 20 positive classroom learning strategies. Share your statements with the entire group.
2. Develop a study plan for how you would prepare for two examinations happening on the same day.
3. Develop your own report card listing current courses and grades. In groups of two, share strategies you will use to improve your grades.
4. In groups, create a list of your long-term goals for the next two years. Explain how you will avoid obstacles that may prevent you from accomplishing your goal.

STUDY HABITS

Next Steps Worksheet

What have you learned?

How will you apply this information?

What should you do differently?

When will you use this new study technique?

Your time management schedule is your guide against procrastination. Most high school students are not familiar with the importance of time management schedules because their day is already planned by their class schedule. In college, learning to use a time management schedule can help you to manage your life better. When you are tempted to allow others to control your schedule you must learn to resist the temptation.

Begin by writing out your time management goals. Your daily time management plans should help you to reach your goal. For example, if you want to become an accountant, engineer or artist your goal may read as follows: I will experience all the fullness of life by pursuing academic excellence and managing my time.

Another goal could include purchasing a time management book.



Fast Tips

- ▼ *Plan your study time daily*
- ▼ *Write down your daily goals*
- ▼ *Develop a habit of excellence*

To Place an Order or Contact the Author

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Invoice Number/Reference: _____

Quantity	Description	Price	Amount
	Seven Secrets of How to Study		\$19.99
	Seminar		\$
		Total	\$

Make Checks Payable to:

Dr. Stephen Jones

To arrange a How to Study seminar call:

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Mobile: (610) 842-3843

Facsimile: (610) 583-1193

Email: stephenjones@rcn.com

Web-site: <http://www.sevenssecrets-books.com>

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