

--Notes and records

The careful and systematic organization of notes is a prominent factor in improved study. With this is the work of filing and recording materials. Students spend a surprising amount of time looking for things that, if properly handled in the first place, would be easily found and time and effort would be saved for other tasks.

The foregoing are personal and academic factors that affect study. If the student is deficient in any of them, an effort should be made to correct that problem. Some are matters within the personal purview of the student while others need external help. But any effort given to improve these things is an effort that will result in better study abilities and that is the desired goal.

III. Procedures in Study

Following are some "here's how" suggestions for better study methods and results. Some of them are repetitive but the idea is to provide the student with some practical areas in which one can improve in study with reasonable but not superhuman effort.

- Take only useful notes
- Stay current in reading
- Develop study practices
 - disciplined time
 - use of breaks
 - a study place
 - amass the materials
 - keeping the tools
 - avoid distractions
 - establish useful routines