ACADEMIC SKILLS FOR STANFORD STUDENTS

TOP TEN LEARNING STRATEGIES

1. **Plan and manage your time.**

   Use a planner, iCal, whatever works for you. If it's not in writing, it probably won't happen.

2. **Thread lectures, reading, discussion, homework, etc.**

   You'll get more out of lectures if you think about them afterwards, and you'll get more out of your homework if you contemplate the lectures. It's the big circle of learning.

3. **Organize your knowledge.**

   That which is meaningful is memorable. That which is organized is meaningful.

4. **Learn in layers.**

   Deep learning of complex material is not a one-and-done endeavor. One lecture, or one pass at the text is not usually enough. Learning takes time, and is optimized by engaging in multiple activities (listening, thinking, doing, writing, talking).

5. **Manage your procrastination.**

   This bus doesn't stop at the magical land of later. Breaking things down into smaller pieces will help. For more tips, take a look at our handout on Procrastination.

6. **Take notes.**

   Notes are that lovely breadcrumb trail that leads you back to how you made sense of what you learned. And handwritten notes are generally better than laptop notes.

7. **Learn from failure.**

   As painful as a disappointing grade or criticism of your work is, what you can learn from it will take the sting out.

8. **Make friends with writing.**

   First drafts are not supposed to be perfect or even good. Give yourself time and permission to mind-dump ideas and then refine iteratively.

9. **Slow down on tests.**

   Anxiety makes you skip over parts of questions. Read every word carefully.

10. **Meet with an Academic Coach!** Go to academicskills.stanford.edu to book an appointment.