



1. **Get Organized.** Making a plan for what you're going to do and when you're going to do it will make sure you're always ahead of the curve - literally.
2. **Divide it up.** Studying isn't fun to begin with, and forcing yourself through a study marathon will only make it worse. Don't try to do all your studying the night before the test. Instead space out your studying, you'll learn more by studying a little every day. Dividing your work into manageable chunks and rewarding yourself when you finish each chunk will make studying (more) fun.
3. **Sleep.** Don't underestimate the importance of those eight hours of zzz's every night! Getting a good night's rest will sharpen your focus and improve your working memory.
4. **Set a schedule.** Do you work better right after school or after you've eaten dinner? Are you more productive in 90-minute blocks or half-hour spurts? Find a schedule that works for you, and stick to it.
5. **Take notes.** Taking notes will not only keep you more engaged during class, but will also help you narrow down what you need to study when exam time rolls around. It's much easier to reread your notes than to reread your entire textbook!
6. **Study.** This one might be obvious, but did you know that there's a right and a wrong way to study? Review your material several days ahead of time, in small chunks, and in different manners (for example, write flashcards one day and take practice tests the next). Start out by studying the most important information. Learn the general concepts first, don't worry about learning the details until you have learned the main ideas. Make sure you understand the material well, don't just read through the material and try to memorize everything. In other words, don't cram.
7. **Manage your study space.** Find a place that will maximize your productivity. Find a comfortable and quiet place to study with good lighting and little distractions. Whether it's your local library or just the desk in your bedroom, set aside a study space that you'll want to spend time in.
8. **Ask questions.** Don't be afraid to ask questions. Asking for help - from a teacher, a tutor or your friends - is a surefire way to make sure you truly understand the material.

Sources – www.opportunity.com

www.testtakingtips.com