



Learn More in Less Time

Efficient learners follow a routine of study. Whether consciously or not, they use the following steps:

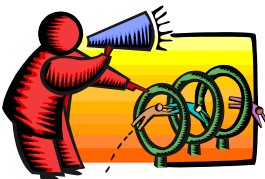


SELECT what needs to be learned. Select the main ideas from text and lecture; select vocabulary and formulas. If you have been told that

something will be on the test, select that. You need to be able to say, "This is what I am going to learn."

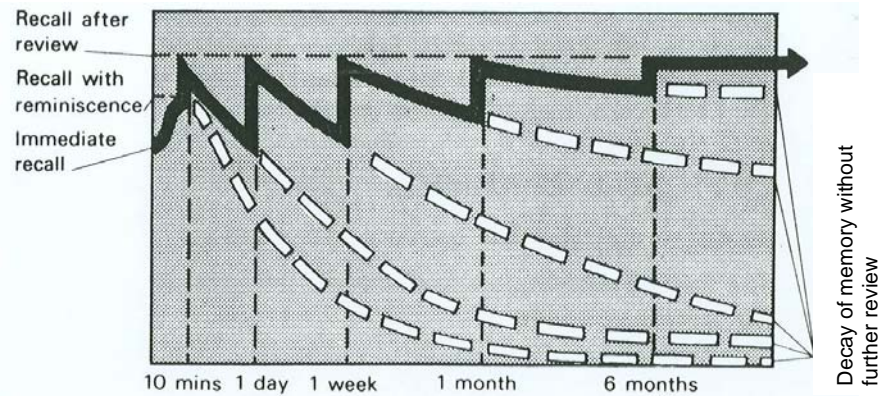
INTEND TO LEARN what you have selected. Much of our learning is unintentional, but you do not want to leave school learning to chance. **Decide** to learn what needs to be learned. Set that as a goal.

RECITE what you intend to learn. Review the content, then reproduce the information **from your memory** either by writing it or by saying it out loud. Check that you recited it correctly.



OVERLEARN THE CONTENT by reciting perfectly at least three times. Most often, learners repeat information imperfectly many times before they get it all right. Overlearning compensates for the many imperfect repetitions.

USE SPACED PRACTICE to ensure better retention. The best cycle is to review and recite within 24 hours of hearing or reading the information. Then review weekly to remember the information. The graph below, from *The Brain Book* by Peter Russell, shows how review helps memory.



ALLOW CONSOLIDATION TIME for the information you have learned to get firmly established in your long-term memory. After a 45-50 minute study session, take a

10-15 minute break from any study at all.

CELEBRATE a little when you have accomplished your goal. Cross the goal off your "to-do" list, brew a pot of tea, or call a friend. Create your personal reward system for a job well done!

