
How to Study in College

A practical, online course for developing and honing your organizational and academic skills at the undergraduate level and beyond.

Unit 1: Introduction

How to save your social life and keep your grades intact with a study skills overhaul

Video 1: A few introductory comments

What were the highlights of this video for you?

Video 2: How organizational skills & academic skills fit together

There are 3 Components to a successful approach to Academics:

- 1)
- 2)
- 3)

Describe why this connection is important for you personally:

Video 3: The top 3 hurdles that derail college students

1)

2)

3)

How are your current situations in regard to those 3 areas on a scale of 1 to 10?

Video 4: Next steps & actually doing something with this material

How would you describe the results of your assessment?

How are you going to approach this course practically?

Unit 2: Organization

Keeping track of your ... everything

Video 5: Two goals of every effective organization system

What are the two goals?

Why does this matter for you?

How have you done these two things in the past?

Video 6: The four most important principles to getting and staying organized

1)

2)

3)

4)

Additional Resources: [WhatsBestNext.com](https://www.whatsbestnext.com) or [Getting Things Done](#)

Video 7: 5 Assignment Statuses

What are the 5 assignment statuses?

- 1)
- 2)
- 3)
- 4)
- 5)

Video 8: Building it in Analog (it helps you go digital)

What are the tools you need?

Could you teach someone else how to do this? How would you explain it?

Build the system. Do you have any additional questions?

Video 9: Translating to Digital

Notes:

Are you going to use a digital system or a paper-based system?

Try recreating the digital system. Do you have any additional questions?

Which system do you think will be the easiest for you to utilize in your academic approach.

Unit 3: Productivity

How to get stuff done: task management you'll actually like

Video 10: What Productivity Is & Is Not

Notes:

Why do you want to be productive?

Video 11: The Keys to being productive

1)

2)

3)

4)

Video 12: Practical Productivity: The Tools to Make this Work

Tools you will use:

What questions do you have?

What impact do you think this will have on your academic approach?

Unit 4: Time Management

Never forget a due date again by using another brain

Video 13: Why you miss due dates & forget important things

What's the solution?

Video 14: How to beat the forgetfulness

What tools should you use?

How does this compare with your current system? Do you think this will help or hurt you?

Video 15: Keeping the right things separate

What does this video suggest you should separate?

How is that different than what you do?

What are your action steps for task management and time management so far?

Video 16: Overview of the completed system

How do you feel about your grasp of the systems so far?

Where are you confused?

Have you built the systems?

What do you still need to improve?

Video 17: The Weekly Review

When are you going to review?

Have you looked over the template?

What will be your biggest challenge to keeping this maintenance rhythm for your school work?

Unit 5: Focus

Focusing like your life depended on it

Video 18: Why you can't focus

Why did the video say it's so hard to focus?

How has your experience reflected this?

Do you think you need to improve your level of focus?

Video 19: How to break the distractions

1)

2)

3)

Which do you think will give you the best improvement personally?

Video 20: Tools to Focus

Notes:

Special note: Feel free to use airplane mode on your phone even when you're not on an airplane -- you might be surprised at how much it will help.

Still having trouble focusing? Try keeping a piece of scratch paper next to you and writing down everything that crosses your mind as a distraction. Getting them out of your head will go a long way toward clearing your thoughts.

Unit 6: Classes

Studying Before, During, and After

Video 21: Rhythms of Preparation and Engagement

- 1)
- 2)
- 3)

Video 22: The Syllabus

- 1) Note any _____ on your calendar
- 2) Note any _____ of the class
- 3) Note any _____ of the class

Video 23: Before any class

- 1)
- 2)

Video 24: During any class

- 1)
- 2)
- 3)

Video 25: After any class

1)

2)

Unit 7: Reading

How to read faster than you thought was possible, and still learn effectively

Video 26: Lessons from Speed Reading

Notes:

Video 27: Read for comprehension, not completion

What do you include in your notes?

1)

2)

3)

How is this a different approach than what you normally do?

Video 28: Reading Backwards

4 Parts of every textbook chapter:

1)

2)

3)

4)

Steps to reading backwards:

1)

2)

3)

4)

5)

What is the benefit of reading this way?

What is the biggest thing keeping you from reading this way?

Unit 8: Memory

A few proven tricks to improve retention

Video 29: _____

Video 30: _____

Video 31: _____

Video 32: _____

Video 33: _____

This description is pretty broad -- how do you think you can apply this? Things like mnemonic devices, acronyms, goofy sentences all fit in this category, and all are fair game. What are some ways you'll first begin applying it?

Unit 9: Exam Prep

How ace (or at least not bomb) your next test when you don't have a study guide

Video 34: Make a study guide

What not to do:

What to do:

Video 35: Practice

Examples from the video:

How are you going to apply this?

Video 36: Get into a study group

Why get in a study group?

3 Characteristics to look for:

1)

2)

3)