

## Table of Contents

College Knowledge Assessment .....	1
<b>Time Management</b>	
Time Management Guidelines .....	2
Time Analysis Worksheet .....	3
Steps for Improving Your Memory .....	4
<b>Strengthening My Study Skills</b>	
Study Skills Diagnostic .....	5
How to Analyze a Class .....	7
Tips for Surveying Textbooks and Chapters .....	8
How to Survey a Textbook .....	9
How to Survey Chapters in Textbooks .....	11
How to Mark Your Textbook .....	13
Tips for Organizing Your Study Materials .....	14
A System for Effective Listening and Note-taking .....	15
Tips for Effective Note-taking .....	16
Note-taking Time Savers .....	17
<b>Improving My Exam Results</b>	
How to Keep Calm During Tests .....	18
Learn From Your Mistakes .....	19
Exam-taking Skills Diagnostic .....	20
Exam-taking Tips .....	21
Objective Exam Strategies .....	22
Essay Exam Strategies .....	23
How to Survive Finals Week .....	24
College Test Taking (How to Play the Game) .....	26