



Study Strategies

Tips to help you:

- Approach your exam preparation as you would any complex, on-the-job task: Get a good idea of the scope of the job. (How much material do I need to review? How many hours will this take?)
- Develop a plan of attack.
- Assemble your tools (notes, textbooks).
- Regularly review your progress.
- Take breaks as you complete each section. (Reward yourself!)
- If you become frustrated, take a break, step back and reconsider your strategy.
- Make sure you understand the specific task or concept. Often, explaining it to others helps you to file it away in your memory.
- Draw pictures, talk out loud to yourself or others to reinforce your understanding.
- Show up for studying rested, focused and ready to work.
- Don't be too hard on yourself! Like any complex job it takes time and there may be wrong turns and dead ends along the way. But the job gets done!

How will I remember everything?

Work at **understanding** the material, not just memorizing it. Remember, you have to do two things:

- You need to learn the material
- You also need to retain the material

For example, if a math teacher explains to you how to do a certain question, you are probably able to figure it out in that moment and do a question or two on your own.

However, if you were to sit down three days later by yourself, would you be able to complete the same type of questions on your own? That would depend on whether or not you've retained the information.

Here are a few suggestions you may want to use to help you file critical information in your long-term memory.

- **Don't try to learn too much at once.** Break down topics for study into six or seven items; review and memorize these items. Take a short break to give your memory time to store the new information.
- **Use short study periods with regular breaks.** You will learn faster and remember longer if you study in several short sessions rather than in one long session. Do not attempt to study for an entire weekend. It is wiser to spend some time each day rather than to try to cram your work into a few days.
- **Write down what you are learning.** Get into the habit of writing down key ideas as you read. This will help you to visualize the answers when you are writing the exam. The more senses you use while you study, the more effective your learning will be. For example, you can write down key points and repeat these points out loud to yourself.
- **Don't try to study in a room with television or other distractions.** This will make it more difficult for you to commit your materials to memory.
- **Work with a partner or in a small group.** Ask each other questions. If you don't have another apprentice to work with, you can ask a friend or family member to quiz you (verbally) on items like lists, sets of steps, etc.
- **Ask yourself questions.** If you're working alone, ask yourself questions and/or repeat information verbally as you read it.
- **Use a stress ball while you study if that's helpful.** You may also find it helpful to chew gum, have a bottle of water with you, or other things to make you comfortable and better able to concentrate.