**TIPS FOR SUCCESSFULLY ABSORBING TEXTBOOK INFORMATION**

1. **Spread out your reading.** Break up your reading into manageable chunks, making sure to schedule a specific time to read each section.

2. **Skim through the reading assignment BEFORE reading it closely.** What appears to be the gist of the reading assignment?

3. **Turn headings into questions then reflect on them.** Ex. "Metacognition and Memory" can be "What is the connection between Metacognition and Memory?"

4. **Use retention strategies that work for you—make outlines, draw pictures, create mnemonics.**

5. **Stop and ask yourself, "What did I learn?"** Try to recall major points and key terms without looking at the book.

6. **Go back and read it again—this time taking notes as you read.**

7. **Avoid distractions while you study.** Avoid TV, messaging, email alerts and social media; set a timer and allow yourself periodic breaks.

8. **Learn the material as you go—don’t let assignments accumulate.**

9. **Take responsibility for your own performance.** Professors expect that you spend at least 7-8 hours every week preparing for class.