

# STUDY SKILLS ASSESSMENT

**INSTRUCTIONS** | Read each statement carefully. After you have thought about how the statement applies to you, circle either Y (yes) or N (no) to indicate whether or not the statement is true for you.

## GOAL SETTING & TIME MANAGEMENT

- Y | N 1. I use a calendar to write down assignment deadlines, test dates, appointments, and other personal and academic activities.
- Y | N 2. I develop and write down short-term and long-term academic goals and then work towards those goals.
- Y | N 3. I prioritize my personal and academic activities and then schedule my time around them
- Y | N 4. I make a daily to do list of personal and academic activities and refer to it through out the day
- Y | N 5. I begin working on assignments way before they are due.
- Y | N 6. I know which time of day I am most productive and I use that time to study and do homework
- Y | N 7. I am successful at balancing my academics and social activities
- Y | N 8. I finish one task before moving onto the next.

## NOTE TAKING

- Y | N 1. I keep my notebooks organized and up-to-date.
- Y | N 2. I write notes in a manner that make it easy to condense them.
- Y | N 3. I review my lecture notes from the previous class meeting before class begins.
- Y | N 4. I use a proven note-taking system (like the Cornell System) when taking notes on assigned readings during class.
- Y | N 5. I take telegraphic notes instead of writing out complete sentences.
- Y | N 6. I write notes in the margins of my textbooks.
- Y | N 7. I listen to cues during class lectures that indicate when a certain point of high importance in my notes.
- Y | N 8. I read over my notes after a lecture and fill-in missing words, phrases, and facts that I may have missed.

## EXAM PREPARATION AND PERFORMANCE

- Y | N 1. I seek out help from classmates, tutors, and instructors when I do not understand something.
- Y | N 2. I complete and turn-in assignments and homework on time.
- Y | N 3. I read the assigned material for my classes.
- Y | N 4. I study in quiet areas.
- Y | N 5. I am able to effectively predict what items will be on an exam and study accordingly.
- Y | N 6. I prepare and adhere to a study plan to avoid last minute cramming.
- Y | N 7. I generate questions that allow me to recite and reflect on the material that will be on an upcoming exam.
- Y | N 8. I read over the syllabus for each class with a fine-tooth comb.
- Y | N 9. I look over the entire exam before I begin marking answers before turning in my exam.

## CONCEPTUAL ANALYSIS AND UNDERSTANDING

- Y | N 1. I look up words I am unfamiliar with when I encounter them in my chapter reading.
- Y | N 2. I preview my textbooks at the beginning of the semester to get a “big picture” understanding of how the texts are organized.
- Y | N 3. I relate and compare new information or ideas to similar concepts with which I am already familiar.
- Y | N 4. I frequently use the index in textbooks to quickly locate information.
- Y | N 5. I read all the assigned reading material for class and hone in on the parts the professor has signaled are especially important
- Y | N 6. I use diagrams when taking notes on reading material or lectures.
- Y | N 7. I do end-of-the-chapter exercises whether they are assigned or not.

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# STUDY SKILLS ASSESSMENT

## WRITING

- Y | N 1. I research a topic before I begin writing a paper so that I know my main points and have notes to support my viewpoint.
- Y | N 2. I allow plenty of time to revise and edit what I have written in my first draft before submitting the final version of a formal paper.
- Y | N 3. I support arguments with solid evidence obtained through my own research and properly cite this evidence in my papers.
- Y | N 4. I am comfortable requesting guidance about the use of sources either from my instructors or reference librarians.
- Y | N 5. I know how to use library resources, including scholarly works published online.
- Y | N 6. I effectively organize my thoughts on paper in a way that makes sense to my readers.
- Y | N 7. I regularly investigate shades of meaning (i.e. a dictionary) and am confident of my word choices in my writing.
- Y | N 8. I work with course preceptors, writing tutors, or peer editors to improve my writing.

## MEMORY AND CONCENTRATION

- Y | N 1. I have necessary supplies like pens, paper, a calculator, etc. organized and available in my workspace before I begin to study.
- Y | N 2. I am able to remember what I have just read when I reach the end of the chapter.
- Y | N 3. I recite items from my notes and from the text in my own words when I am reading or reviewing class materials.
- Y | N 4. I limit myself to no more than 60 minutes of continuous study on a single subject.
- Y | N 5. I use memory tricks like mnemonics, acronyms, and acrostics to help remember class material.
- Y | N 6. I look back over the chapter headings, subheadings, and review questions after I finish reading a chapter.
- Y | N 7. I study and read in quiet areas to avoid distraction.

## ANXIETY AND STRESS MANAGEMENT

- Y | N 1. I get grades I expect to get after studying for an exam.
- Y | N 2. I do not feel stressed or panicky before or during major exams.
- Y | N 3. I exercise for at least 30 minutes a day, 5 times a week.
- Y | N 4. I do not have difficulty paying attention in class.
- Y | N 5. I usually try to average 7-9 hours of sleep each night.
- Y | N 6. I eat three well-balanced meals each day.
- Y | N 7. I rarely, if ever, "gone blank" during an exam.
- Y | N 8. I maintain the same sleeping pattern throughout the week by going to bed at the same time and waking at the same time each day, even on weekends.

**RESULTS** | For each section, add up the number of times you answered Y (yes) to the statements. If you have 4 or more Y (yes) answers in any section, that area is one of your strengths. If you have answered N (no) to 4 or more statements in a section, you may have room for improvement.

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