



## Office of Learning Resources

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### Take Charge of Your Learning

Below is a list of general guidelines to help you take charge of your learning. A learning instructor can help you in all the areas.

#### Know how you learn

Knowing the ways that you personally learn best is an integral part of academic success. However, *applying* this knowledge to your learning is the key. In order to find out how you learn best, think about the following questions:

- Where and what time of day do I get my most productive studying done?
- Do I prefer learning new information by reading it or by listening to a lecture?
- Do I understand concepts better when they are accompanied by visuals?
- Do I learn best by making, drawing, or building?
- Do I learn by interacting with others?

Based on your answers to these questions, incorporate your strengths into your study plan. Also, make use of all of your resources: visit professor and TA office hours; meet with study partners to find concrete, real world examples of abstract concepts; meet with a tutor to go through the material; and, finally, meet with a learning instructor to develop learning strategies that work for you in every course that you take.

#### Structure your time

There is an inherent structure to high school: classes begin at the same time every morning, the bell rings at the change of classes, and school lets out at the same time every afternoon... and you *have* to show up. College, by comparison, has no structure. It is up to *you* to put structure in your day. Make sure you have a time management approach that works for you. Go through all course syllabi and map out the big picture for each course—write down due dates and exams dates. Then, decide and prioritize what you have to do, where you have to go, what you want to accomplish on a weekly basis. Remember also to include tasks outside of studying, like doing laundry and running errands. Plan *when* you are going to do these things day by day. Write this down in a daily planner that travels with you.

## Get organized

Are you often late for class because you can't find your keys? Do you get to class and then miss the first few minutes of lecture because you are digging in your bag for a pen? These things can be avoided by developing organizational skills. Setting aside time everyday to put the daily things you need in a set place and packing your bag the night before class will help you remain organized. Do you lose assignment sheets? Do you know where your syllabi are? Find an organizational system than works for you. Dating all of your notes and handouts and making sure all necessary papers are filed will save you time and energy. A lack of organization can cause stress and anxiety. . . make time to organize.

## Studying means everything you do

Studying is not what happens a few days before an exam . . . it is everything you do! Going to class, taking notes, reviewing your notes, reading the assignments, meeting with a study group... all of these activities count as studying. And it begins on the first day of the semester. Course content is interconnected and should be continuously reviewed throughout the semester. Keeping up with your work is an asset that cannot be underestimated. If you have not been keeping up, and are feeling overwhelmed in trying to get back on track, make an appointment to meet with a Learning Instructor to break your tasks into manageable, do-able parts.