



# Cornell University Learning Strategies Center

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## Time Management

**A Simple, Effective Time Management System** - A time management system using a semester and weekly planner.

**Blank Fall 2010 Calendar/Semester Planner** - Shows the whole semester on one page.

**Weekly Planner** - Shows whole week on one page by the hour.

**Creating a Daily To-Do List** - How to make a prioritized to-do list

**To-Do List with Time Estimates** - How to make a prioritized to-do list with space to estimate the time a task will take you, and space to note the actual time.

**Time Management** - Tips on time management.

**Time Management for Right Brained People** - What to do if to do lists aren't your style.

**Overcoming Procrastination** - Tips for overcoming procrastination.

## Tips on Reading and Learning from Lecture

**Rapid Reading** - Reading rate goals and "Alarmclock" speed reading technique.

**Concept Mapping** - How to make a concept map. Good for studying for exams

**Textbook Reading Systems** - How to use the SQ3R and other reading systems.

**The Cornell Notetaking System** - How to use the Cornell notetaking system.

## Tips on Studying and Taking Exams

**Office Hours** - What they are and how to make the best use of them.

**Guidelines for Study** - Suggestions for making your study more efficient.

**Exam Strategies: How to Tackle Exam Questions** - Strategies for different types of exam questions (e.g. multiple-choice, essay, etc...)

**Words to Watch for in Essay Questions** - Defines words used in essay questions, and explains how to structure your answer.

**Multiple Choice Tests** - Tips for tackling difficult multiple choice tests

**The Five Day Study Plan** - A way to plan when and how to study for exams.

## Stress Management

**The Basics of Stress Management** - Tips for stress management.

**Understanding Academic Anxiety** - Tips for understanding and managing academic and/or test anxiety.

**Letting Go of Test Anxiety** - Strategies for relaxing and forgetting your anxiety