### Active Study Tasks – Preparation & Review Strategies

<table>
<thead>
<tr>
<th>STUDY TASK</th>
<th>HOW TO PREPARE</th>
<th>HOW TO REVIEW</th>
</tr>
</thead>
</table>
| **Study Sheets** | • Combine main ideas from lecture and course readings  
                     • Include examples, pictures, definitions, and theories  
                     • For math and science courses, include formulas and sample problems                                                                                                                                   | • Recite key information from memory  
                     • Rewrite study sheet from memory  
                     • Read over information during “in between” times: on bus, during meals, between classes  
                     • Read over study sheets first thing in morning and directly before bed to improve memory                                                                                                          |
| **Note Cards**   | **Word cards:** *key terms/concepts*  
                     Front: Word/concept  
                     Back: Definition/explanation  
                     **Question cards:** *self-test questions*  
                     Front: Question  
                     Back: Answer  
                     **Problem cards:** *for math and science courses. Create cards with problems by topic.*  
                     Front: 2 Things  
                     1. Type of problem  
                        Ex: *solve for x*  
                     2. Problem  
                        Ex: *3x^2 = 2x = 0*  
                     Back: 4 Types of information  
                     1. Specific type of problem  
                        Ex: *factoring quadratic equation*  
                     2. First Step  
                        Ex: *remove common factor*  
                     3. Solution  
                     4. Page number in text (so you can go back to review)                                                                                                                                               | **Word cards:** practice 10-15 at a time; once you have memorized these, move to the next group. You should put words/concepts you consistently miss in a separate pile. Quiz yourself on more challenging words more often until you master them!  
                     **Question cards:** practice answering the questions aloud until you know them all. You can work with a partner or study group to quiz each other.  
                     **Problem cards:** after you have prepared by topic, shuffle them. Go through cards orally a few times (try to state the type of problem and first step out loud before attempting to solve them). Shuffle cards and work each problem as if taking the exam. |
| **Mind Maps**    | • Start by writing the main topic you are studying in the center of your map: Ex: *Mind Map Guidelines*  
                     • Second, draw smaller branches from the center (main topic) signifying the main themes/ideas of the concept you are studying  
                     Ex: *Use, Clarity, Center, Style, Keywords*  
                     • Finally, start to fill in your subtopics with all the details you need to memorize  
                     Ex: *Style: Personal, Develop*  
                     Go to https://bubbl.us/ to create FREE mind maps                                                                                                                                                | • Recreate/redraw your mind map from memory (see how much you can remember!)  
                     • Create a new mind map based on the one you originally designed (reorganize topics, add details)  
                     • Recreate, or draw, smaller mind maps to review each subtopic individually  
                     Ex: *Create a smaller map for Style section of mind map only*  
                     *Do an online search for “mind maps” or “concept maps” to see many more examples*                                                                                                             |