

## Getting Started

- Get your free STUDYSmarter Semester Planner and Wall Planner.
- Read the Uni Lingo Survival Guide.
- Assess your knowledge using the Study Skills Quiz.
- Check out the STUDYSmarter Program and plan your workshops.
- Sign up to the GETSmart Newsletter to stay up to date with events and learn about resources available to you.

*"Set time limits." - Juliet*

*"If you are not sure about something, ask for help and make sure you solve it."  
- Jordan*

## Plan and Prioritise

- Read unit outlines and highlight key info.
- Identify assessment tasks and deadlines.
- Choose planning tools (e.g. diary or app).
- Use assignment date calculator.
- Include time for exercise and socialising.
- Write realistic daily and weekly goals.
- Prioritise tasks (high, medium and low).
- Update your timeline regularly.

*"Mark down all the important dates in advance." - Kenji*

*"Set achievable goals" - Ophelia*

## Lectures & Tutes

- Do the set readings before classes.
- Be prepared with questions.
- Bring textbooks or equipment.
- Do not be afraid to share your views.
- Colour code your notes.
- Revise your notes weekly.
- Attend lectures in person.
- Abbreviations help for faster note taking.

*"Write notes by hand, it helps you remember stuff." - William*

*"Summarise topics in your own words."  
- Carlo*

## acing Assignments

### Prepare

- Read assessment instructions.
- Review marking rubrics carefully.
- Break down the assessment question.
- Use the assignment date calculator to plan.

### Produce

- Brainstorm the topic and organise ideas.
- Reference as you research the topic.
- Plan your structure and content.
- Write with discipline-appropriate language.

### Proofread

- Check you have met all guidelines.
- Edit for logic, flow and clarity.
- Proofread for spelling and grammar.
- Review your referencing.

## Maths & Stats

- Answer exercises on paper - write out your workings the way your lecturer does.
- Develop summary sheets (definitions, formulas, tips etc.)
- Do not cram - a bit each day is better than a lot once a week.
- Study in groups to maximise your learning.
- Review lectures before the next one.

*"Study in a variety of venues." - Ruby*

*"Put phone away when studying." -  
Danaleigh*

## Uni Life

- Meet new people at our workshops.
- Explore the campus.
- Check out Guild clubs.
- Get involved in sports and fitness.
- Explore volunteering opportunities.
- Join LACE (for postgrads and staff).

*"Exercise in your study breaks - will refresh you." - Tonya*

*"Have enough rest and then study." - Jiayi*

## Contact Us

You can post study skills questions through STUDYSmarter Help or email us at [studysmarter@uwa.edu.au](mailto:studysmarter@uwa.edu.au).



[studysmarter.uwa.edu.au](https://studysmarter.uwa.edu.au)



**STUDYSmarter**  
UWA Academic Skills Centre

**Students' Guide to Success**

# 8 Tips to study smarter, not harder!

## Revise Regularly

Revise topics throughout the semester, rather than only at the end. Setting aside time for this in your calendar can help to make this a routine.

## Prevent Procrastination

Turn off wi-fi when you are studying. You can also lock yourself out of distracting apps using "screen time - app limits". Another option is to put your phone on flight mode.

## Reference Routinely

As soon as you start taking notes, write down all the referencing details of the source, including page numbers. Keep track of what are quotes, paraphrases and summaries. Distinguish these from your own thoughts and ideas.

## Plan Purposefully

Have a specific purpose for each study session. This way you will know when you have achieved your study goals and you can track your progress.

## Colour Code

Colour code your unit files and notes. This can help you to find information easily. Colour coding can also help with brainstorming ideas, planning your schedule and sticking to deadlines.

## Track Time

Think about how you use your time. For instance, while on public transport you could listen to recorded lectures or do some reading. This can free up other time for social activities and exercise.

## Retain Readings

Take notes of the relevant points while you read. When you finish, read your notes and highlight keywords. Try explaining the concepts learnt to someone else.

## Remain Relaxed

Take frequent breaks and find a relaxing way to reward yourself for completing tasks - chocolate, walking, watching an episode of a show... This will help you return to your work refreshed and ready to focus.