1. Focus your attention on the materials you are studying. Attention is one of the major components of memory. In order for information to move from short-term memory into long-term memory, you need to actively attend to this information. Try to study in a place free of distractions such as television, music and other diversions.

2. Avoid cramming by establishing regular study sessions. Studying materials over a number of sessions gives you the time you need to adequately process the information. Research has shown that students who study regularly remember the material far better than those who do all of their studying in one marathon session.

3. Structure and organize the information you are studying. Try grouping similar concepts and terms together, or make an outline of your notes and textbook readings to help group related concepts.

4. Utilize mnemonic devices to remember information. Mnemonic devices are a technique often used by students to aid in recall. The best mnemonics are those that utilize positive imagery, humor or novelty. You might come up with a rhyme, song or joke to help remember a specific segment of information.

5. Elaborate and rehearse the information you are studying. One of the most effective encoding techniques is known as elaborative rehearsal. An example of this technique would be to read the definition of a key term, study the definition of that term and then read a more detailed description of what that term means. After repeating this process a few times, you’ll probably notice that recalling the information is much easier.

Information taken from How to Succeed in College by D. Bjork