

USING INDEX TABS TO ORGANIZE STUDYING

WHY USE TABS

- help to identify the main topics to study for an exam
- identify the location of the main points during open book exams
- save time in homework, studying, and taking open book exams

WHAT TO TAB

- information that is frequently used in homework assignments
- major topics or ideas
- commonly used equations, graphs, charts, and tables
- information that is likely to be used for an open book exam

HOW TO TAB

- Choose a word, symbol, or phrase that accurately identifies the information to be tabbed. For example: Chemistry -- $PV=nRT$; History -- Civil War; Psychology -- Freud.
- Write the word, symbol, or phrase on the tab and attach it to the page where the formula is located or to the first page of a section of notes.
- Start putting tabs at the top right hand corner of the book and work your way down so that you can read all of them clearly.