

# Successful Studying Checklist

## ☐ **Schedule Studying**

- Create a weekly study schedule to create a routine of studying.
- Plan study sessions with breaks.
- Eat and hydrate before studying, so you have plenty of energy.

Hint: Try not to cram material or pull an all-nighter, as they tend to take 4-7 days to recover from.

## ☐ **Find the Right Place to Study**

- Study in the library/ study lounge, coffee shop, or a quiet room to facilitate your best learning.

Hint: Do not study on your bed. Instead, aim to study in a different location where you can focus and be away from distractions.

## ☐ **Bring Materials Needed to Study**

- Bring all needed materials for a productive study session including textbooks, highlighters/pencils, notecards, paper, and all lecture notes.

Hint: Leave other books, unrelated assignments, and technology at home to help you stay focused on your study plan.

## ☐ **Keep Away From Distractions**

- Utilize do not disturb mode or a focus keeper/blocking app on your phone, or listen to classical music to help you focus.

## ☐ **Establish Goals for the Session**

- How long will you study? Where will you study? What study strategies will you use?
  - Example Goal: Today I will study in the library from 2-5pm taking 10 minute breaks every 45 minutes. I will use note review and concept map strategies to study chapters 4-6 of my history class.

## ☐ **Use Effective Study Strategies**

- Active Studying: promotes deep level processing and higher retention of material
  - Example: creating a mind map to visualize material, predicting and answering test questions, and discussing/explaining material out loud.

## ☐ **Use Strategies for Focus and Motivation**

- Pomodoro technique: Promotes intense focus over a short period of time.
  - Example: First grab paper and a pencil. Then, set a timer for 25 minutes. Put the timer out of sight. Now, study intensely, until timer goes off. Afterwards, you may take a five minute break and then repeat.
- Use rewards for motivation (keep them in mind to help you work)
  - Example: After completing a paper or big assignment, take a trip to the beach, watch one Netflix episode or movie, or enjoy coffee with friends.

Schedule a Study Skills Assistance session with one of our tutors for individualized assistance with this and other academic topics.

