



PREPARING TO STUDY

Find a good place to study. This means a desk with nothing on it except what you need for the task you are going to work on. Move everything out of the way. You want to concentrate on one thing: studying. Have a regular time and place for studying.

MAKE SURE YOU HAVE THE FOLLOWING:

- ▶ Solid flat surface for writing and your assignment notebook
- ▶ Good lighting
- ▶ Chair
- ▶ Books
- ▶ Supplies
- ▶ Clock
- ▶ Eliminate all distractions
- ▶ Computer (optional)
- ▶ Good health



YOUR ASSIGNMENT NOTEBOOK

- ▶ Write down all assignments right away.
- ▶ Listen carefully to what the teacher says.
- ▶ Know exactly what you are supposed to do.
- ▶ Start immediately when you sit down to study.
- ▶ Have everything that you need with you.
- ▶ Plan what you want to accomplish.
 - ▶ Plan when you will study.
 - ▶ Plan a consistent time and place.
 - ▶ Break down large tasks into smaller ones.
 - ▶ Make a list of what you want to accomplish.
 - ▶ Keep a record of what you do accomplish.

SOLID FLAT SURFACE

- ▶ Clear everything off your desk except what you are working on.

GOOD LIGHT

- ▶ Not too bright, not too dim



CHAIR

- ▶ A regular chair that is comfortable
- ▶ Avoid strain and fatigue.

BOOKS

- ▶ Have all necessary textbooks and reference books.

SUPPLIES

- ▶ Pencils, pens, markers, erasers, white-out, ruler, stapler and staples, paperclips, pencil sharpener, post it notes, index cards, paper, scissors, calculator, etc.

- ▶ Have them in a handy place - like in a shoe box.

CLOCK

- ▶ This will help you to manage your time.

ELIMINATE ALL DISTRACTIONS

- ▶ This would include TV, loud radio music, boom-boxes, etc.
- ▶ Classical music played softly may be helpful.
- ▶ Be aware of when you start to daydream - and stop right away.

GOOD HEALTH

- ▶ Get enough sleep.
 - ▶ Set a reasonable bedtime.
- ▶ Eat breakfast.
 - ▶ Eat three good meals a day.
 - ▶ Your body needs energy to study well.
- ▶ Get some exercise.
- ▶ Take frequent breaks from studying.
 - ▶ This may mean every ten minutes to begin with!