

LEARNING TO STUDY CHECKLIST

For many, studying is a chore they'd rather put off till later. Which means the amount of work builds up, until it all has to be crammed into the last minute. Here's a checklist of study tips to help avoid the rush, and study more effectively.

- ✓ Have a specific place to study without distractions: somewhere quiet, without TV or music
- ✓ Study the hard subjects first, when you're most alert and focused
- ✓ Try not to do too much studying at one time: you'll get tired and overwhelmed
- ✓ Have a specific time of the day for studying, and make it the same time every day
- ✓ Work out how long you can concentrate for before you lose focus. It's going to be different for everyone, so keep a track of your ideal concentration time. Then take breaks when you're approaching your limit
- ✓ Have everything you need close by - books, notes, pens, pads, etc - all within easy reach
- ✓ Avoid eating a large meal before studying, as it will just make you drowsy
- ✓ Let friends and family know your allocated daily study time, and ask them not to disturb you
- ✓ Start studying when you say you will: delaying the start will only make the task harder
- ✓ One thing at a time: multitasking may sound smart, but it means you're not giving each task your full attention
- ✓ Never study too close to going to sleep.

Follow a study system such as ASPIRE:

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| A | : | Approach your studies with a positive attitude |
| S | : | Survey the material to get an overview of the task |
| P | : | Piece it together |
| I | : | Inquire if you need more information |

- R** : Relay your understanding in an interesting way
- E** : Evaluate your response.