

Daily Study Behaviors

Before Class:

- In order to prepare for class you should do the reading and/or homework prior to going to class. By doing the reading/homework before class you will have some base knowledge as to what the instructor is lecturing on that day.
- Picking a time:
 - Think about when you work best during the day. Is it during the morning, afternoon, or evening- reflect and select an option below.
 - Morning
 - Afternoon
 - Evening
 - Think about how long you will be able to actively read. Is it 15-20 minutes, 20-30minutes, 30-40minutes, etc.? Once you have figured out how long you can read at a time; plan to do the reading in separate chunks to retain the greatest amount of information. Again, reflect and select an option below.
 - Less than 15 minutes
 - 15-20 minutes
 - 20-30 minutes
 - 30-40 minutes
 - 40-60 minutes
 - 60+ minutes
 - Make a schedule for your readings. Once you have discovered the amount of reading you will need to do for each of your classes plan a weekly reading routine. This weekly reading routine will help you know exactly how much of your time will be dedicated to reading for your individual classes.
- Picking a space:
 - Consider the temperature of the room. What makes you feel most comfortable? In the space below, identify a space or spaces that work best for you.
 - Do you need background chatter, complete silence, or music?
 - Do you need a study buddy to keep you accountable?
 - How can you minimize distractions (i.e. using your cellphone or checking social media)?
 - Location:
 - Noise level:
 - Study Buddy:
 - Minimizing distractions:

During Class:

- Come prepared:

- Have questions ready from the reading. That way you're actively listening for answers and then if those questions are not answered ask in class or during office hours.
- Bring the book if necessary.
- Bring your planner (digital or paper) and write down important due dates or reminders about events.
- Bring something to take notes with either pen and paper or digitally with a device.
- Minimizing Distractions:
 - Turn off your cellphone. If your phone is off during lecture you will not be tempted to text or use social media during lecture. If you are taking notes digitally turn off the Wi-Fi so you will not get notifications and be tempted to check them during class.
 - If you know you cannot sit with your friends during lecture because you will be distracted by them then communicate that effectively with your friends and sit somewhere most appropriate for your needs.

After Class:

- When class is over try to take time to go back through your notes, reorganize them in comparison with your notes from the reading, and make notes of questions you still have about the material.

Making a To-Do List:

- If you have multiple assignments, readings, and projects that need to get done throughout the day utilize a To-Do list.
- Make sure to add a realistic amount of things to your To-Do List. Do not overwhelm yourself with too many things to do in one day. (See SMART goals worksheet)
- Organize the list from high priority (things that have to be done today) to low priority (things that if the task were to get missed it could wait).
- Make the list in place that is most accessible throughout the day. Do you need to carry a hardcopy list, utilize an app from your phone, tablet, or laptop?

Example to do list:



