

Create A Study Schedule and Stick to It!

- **BE REALISTIC:** Suppose you are free every morning from 6:00 am until 8:00 am. As you plan your study schedule, designate that time every morning for study. Are you free? Yes. Is it realistic? Probably not. The best way to ensure that you will stick to a schedule is to plan wisely. In addition, use weekly, monthly, and semester calendars. Record all test dates, due dates for assignments, papers, speeches, and projects. Use the calendars to break large projects into smaller chunks of information and complete them one at a time.
- **ARRANGE STUDY TIME DURING YOUR PEAK HOURS:** Everyone operates on a different internal clock. Some people are at their best in the morning. Others are more focused and effective at night. Decide when you are at your “peak” and take advantage of those hours. You will find that you get more done in less time.
- **SHORT, FREQUENT STUDY SESSIONS WORK BEST:** Study requires energy and concentration. It is not possible to focus at the level for hours at a time.
- **TAKE BREAKS:** Every hour, stop studying and take a 10-minute break. Physical activity is best. Get up from your study area and move around. Even better, get some fresh air. Other options would be to grab a snack, unload the dishwasher or fold clothes. In other words, mindless activity. No electronics! During the break the brain continues to process the information from the study session, unless distracted.
- **PLACE IS IMPORTANT:** Studies show that having one place to study helps students shift into a study mode. The space should be well lit and quiet. There should be enough room to spread out study materials. The library or the Academic Success Center are excellent options. Home and dorm rooms are filled with distractions and are not usually conducive to study. If study at home is necessary, set up a study space as far away as possible from television, family members, and pets.
- **MIX IT UP:** Study becomes monotonous if the same thing is done repeatedly. Study includes many different types of activities. There is no one “right” way to study. Read to answer questions, take notes, watch videos, answer review questions, draw diagrams and pictures, or make study cards. Begin with the most difficult subject while you are fresh and alert. End with a subject that is less challenging.
- **BUILD IN FLEXIBILITY:** Life happens. There will be times when a study session is cancelled to deal with interruptions and emergencies. Prepare in advance. Set aside time in your schedule for unexpected interruptions and additional time required for more difficult subjects.
- **START EACH STUDY SESSION WITH A GOAL:** Know what is to be accomplished and work to meet that goal. Big projects are often avoided due to lack of time. More often, larger projects are avoided because students are overwhelmed and do not know where to begin. Break major projects into smaller chunks of time and take one step at a time.

STUDY SCHEDULE

1. Mark out all FIXED commitments (class, work) 2. Mark out times you will NOT study (eating, sleeping)				3. All OPEN SPACES are possible study times 4. HIGHLIGHT Study Sessions			
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT	SUN
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
Hours available for study			<i>2-3 hours of study outside of class for every hour in class</i>		Hours needed for study		