

10 Important Study Habits

1. **Set a regular study time each day.** To get the most out of your time after school, set a specific minimum amount of time (at least 20 minutes) and part of the day when you will study. Even if you are not assigned homework, use your set study time to read a book, magazine, newspaper or investigate websites related to what you are learning in school.
2. **Create a space** where there are few distractions, such as noise, clutter, other people, or visuals.
3. **Manage your time** during your study time. During your set amount of study time, parcel out how much time you will spend on each subject or class' homework. Work on the hardest materials first and finish up with the easier materials. Don't spend too much time on any one piece of work.
4. **Organize yourself and materials.** Use a method that works for you. File folders, boxes, computer files, jump drives are all examples of methods to organize materials.
5. **Know your preferred style of learning.** Whether you are an audio, visual or kinesthetic type of learner, consider applying the style while you study.
6. During study time, **take a 2-3 minute break** every 20 minutes. The break can include a stretch, a quick look at email or social media or getting another glass of water.
7. **Be responsive to your regulation.** Recognize when you are wasting time or procrastinating. Always do a self-check on your self-regulation. When wasting time or procrastinating, take a moment to adjust your ABCs. Ask, answer and act upon these questions:
 - a. (A) What am I feeling right now? Why am I feeling this way? What can I do to feel better about what needs to be done?
 - b. (B) What am I doing now? What should I be doing now? What will I do to get the work completed?
 - c. (C) What thoughts are going through my mind now? How can I adjust the way I am thinking about the work that needs to be done? What thinking tools will I need to apply during the work ahead?
8. **Plan for asking for help.** Arrange a person, a website or materials that you can rely upon when you run into difficulties.
9. **Assess yourself after you complete your study.** Write five questions about the materials you covered (no need to answer them—as a well worded question can tell you a lot about how much you know about a topic), or use questions at the end of the chapter to check your understanding.
10. **Reflect on your study time** each day. Ask yourself ABC questions:
 - a. (A) How do I feel now that the study time is over? What motivated/didn't motivate me during my study time? How can I ensure I feel good about studying next time?
 - b. (B) What distracted me during study time? How did I manage my time/stay organized? What will I do better next time?
 - c. (C) How did today's study time help me become a better learner? What thinking tools did I practice during my study time? What tools will I use next time?

Dr. Richard M. Cash
www.nrich.consulting
612-670-0278