

Study Skills Checklist



Doing these things will help you make more effective use of your study time.

- Have a quiet, well-lit place to study.
- Find a study time that works best for you — before dinner, after dinner, whenever.
- Keep distractions such as TV or music to a minimum. Better yet, don't have the TV on at all.
- Plan ahead. Make sure you have everything you need before you start — textbook, paper, pen or pencil, arts and crafts supplies, reference materials.
- Be organized. Keep track of important papers, and use a planner to keep track of when assignments are due and tests are scheduled. Check things off as they get done.
- Prioritize. You may like history better, but your science report is due before your history paper. Do the science one first.
- Read your textbook. You can skim the section headings first to get an idea of what the chapter is about, but then go back and read the chapter slowly.
- As you read, underline or make a note of what seems important and may be on a test. Make a note if you don't understand something so you can get help.
- Set clear, reasonable goals. Don't say: "I'm going to knock this out in 15 minutes so I can get online with my friends." Say: "I have to do problems 1 through 15 on page 76. I should be able to do those in 20 minutes."

