

# Study Tips: 21 Ways to Get the Most Out of Now

- 1. Plan two hours study time for every hour you spend in class.**

Students are often unaware of how this will benefit them, but the benefits will be apparent at exam time.
- 2. Study difficult (or boring) subjects first.**

Get this studying done first while you are fresh and save the subjects you enjoy for later.
- 3. Avoid scheduling marathon study sessions.**

Three 3-hour sessions are far more productive for most people than one 9-hour session. When you do study in long sessions, take a planned break every hour.
- 4. Be aware of your best time of day.**

Find out what time of the day is your best learning time and use this time to the fullest.
- 5. Use waiting time.**

Waiting time adds up fast! Have short study tasks ready to do in that 10 minutes between classes or the 5-minute wait for a ride.
- 6. Use a regular study area.**

Don't eat, sleep, or watch television where you study. If you use the same place to study day after day, your body will become trained.
- 7. Don't get too comfortable.**

Easy chairs and sofas most likely signal "Time to sleep!" rather than "Time to study!" Choose an environment that is conducive to learning.
- 8. Use a library.**

Library lighting, low noise level, and easily accessible materials make libraries a prime place to study.
- 9. Pay attention to your attention.**

Don't let your mind get jumbled with thoughts other than what you are studying.
- 10. Agree with living mates about study time.**

Make the rules about studying clear and be sure to follow them yourself.
- 11. Avoid noise distractions.**

Turn off the stereo and the TV. Overwhelming research has shown that silence is the best form of music for study.

- 12. Notice how others misuse your time.**  
If others interrupt your study time, give them a gentle reminder of how this breaks your concentration.
- 13. Get off the phone.**  
Study in a place where the phone won't distract you. Let your answering machine screen your calls.
- 14. Learn to say "no."**  
Saying "no" can be done effectively and courteously. When you tell others you can't do something because you are busy education yourself, 99% will understand.
- 15. Hang a "do not disturb" sign on your door.**  
This will save you the time of stopping an interruption.
- 16. Ask: What is one task I can accomplish toward my goal?**  
Pick out one thing at a time and do it. This will motivate you to go on, and your job gets smaller.
- 17. Ask: Am I beating myself up?**  
If your mind wanders or you fall a little behind, recognize the feeling and get on with it. Don't add to the problem by berating yourself.
- 18. Ask: Does this have to be perfect?**  
If you can complete a job 95% perfect in two hours and 100% perfect in four hours, ask yourself whether the addition five percent improvement is worth doubling the amount of time you spend.
- 19. Ask: How did I just waste time?**  
Once you have noticed things you do that waste your time, you may be able to break those habits.
- 20. Ask: Would I pay myself for what I'm doing right now?**  
You are employed as a student, and you may not realize what a mediocre job may cost you.
- 21. Ask: Can I do just one more thing?**  
At the end of the day, if you have the energy to do just one more thing, the overall increase in your productivity will surprise you.