



# Preparing to Study

Find a good place to study. This means a desk with nothing on it except what you need for the task you are going to work on. Move everything out of the way. You want to concentrate on one thing: Studying. Have a regular time and place for studying.

## **Make sure you have the following:**

- ✓ Solid flat surface for writing and your assignment notebook
  - Clear everything off your desk except what you are working on
- ✓ Good Lighting
  - Not too bright , not too dim
- ✓ Chair
  - A regular chair that is comfortable
  - Avoid strain and fatigue
- ✓ Books
  - Have all necessary textbooks and reference books
- ✓ Supplies
  - Pencils, pens, markers, erasers, white-out, ruler, stapler, and staples, paperclips, post-it notes, index cards, paper, scissors, calculator, etc
  - Have them in a handy place – like in a shoe box
- ✓ Eliminate all distractions
  - This would include, TV, loud radio music, etc.
  - Classical music played softly may be helpful
  - Be aware of when you start to daydream – and stop it right away
- ✓ Computer (optional)
- ✓ Good Health Get enough sleep
  - Eat breakfast
  - Get some exercise
  - Take frequent breaks from studying

## **Your Assignment Notebook**

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|------------------------------------------------|----------------------------------------------|
| ✓ Write down all assignments right away        | ✓ Plan when you will study                   |
| ✓ Listen carefully to what the teacher says    | ✓ Plan a consistent time and place           |
| ✓ Know exactly what you are supposed to do     | ✓ Break down large tasks into smaller ones   |
| ✓ Start immediately when you sit down to study | ✓ Make a list of what you want to accomplish |
| ✓ Have everything that you need with you       | ✓ Keep a record of what you do accomplish    |
| ✓ Plan what you want to accomplish             |                                              |