



IMPROVING CONCENTRATION

REDUCE EXTERNAL DISTRACTIONS:

- Select a *GOOD study environment/area* (i.e. library, designated study areas, empty classroom)
- *Minimize visual distractions* by studying away from windows, computers, TV, etc.
- *Eliminate noise* by studying in quiet surroundings (i.e. noise from other, TV, radio, telephone, etc.)
- Use *appropriate lighting*

REDUCE INTERNAL DISTRACTIONS:

- Keep a *calendar/"to-do" list* nearby to help remain on task
- *Eat before* studying (allow food to digest)

REDUCE FATIGUE:

- Take regular *study breaks* (every 15-20 minutes)
- Find your *PRIME time* for studying (i.e. morning, afternoon, evening)

INCREASE SUPPORT:

- *Buddy system* (always exchange contact information with at least one reliable classmate)
- Form *study groups*
- Find a *tutor*
- *Schedule a meeting* with your professor

OTHER TIPS:

- *Arrange tasks* in order of importance and deadlines
- *Break larger projects down* into smaller, achievable tasks
- *Increase organization* by obtaining a daily planner/calendar to record assignments
- *Identify learning style* (i.e. visual=pictures; auditory=read aloud; tactile= rewrite notes)
- Create *cram cards* – put important information on index cards to review