



## Effective Study Habits

**You can prepare yourself to succeed in your studies. Try to develop and appreciate the following habits:**

### **Take responsibility for yourself**

- Responsibility is recognition that in order to succeed
- You can make decisions about your priorities, your time, and your resources

### **Center yourself around your values and principles**

- Don't let friends and acquaintances dictate what you consider important

### **Put first things first**

- Follow up on the priorities you have set for yourself, and don't let others, or other interests, distract you from your goals

### **Discover your key productivity periods and places**

- Morning, afternoon, evening; study spaces where you can be the most focused and productive.
- Prioritize these for your most difficult study challenges

### **Consider yourself in a win-win situation**

- You win by doing your best and contributing your best to a class, whether for yourself, your fellow students, and even for your teachers and instructors. If you are content with your performance, a grade becomes an external check on your performance, which may not coincide with your internally arrived at benefits

### **First understand others, then attempt to be understood**

- When you have an issue with an instructor, for example a questionable grade, an assignment deadline extension, put yourself in the instructor's place. Now ask yourself how you can best make your argument given his/her situation

### **Look for better solutions to problems**

- For example, if you don't understand the course material, don't just re-read the material. Try something else! Consult with the professor, a tutor, an academic advisor, a classmate, a study group, or your school's study skills center

### **Look to continually challenge yourself**

Partially adapted from the audio cassette by Steven Covey, *Seven Habits of Highly Effective People*