

Study Smarter, Not Harder

STEPS (Skills to Enhance Personal Success)

Concentration Strategies

On the lists below, check off the strategies you are currently using

1. Create the right environment:

- Comfortable, but engaging
- Free of things that distract you (ex. Phone, laptop, etc.)
- Well-equipped (office supplies, dictionary, snacks, water, etc.)

2. Address your worries:

- Keep a worry journal – get your worries down on paper
- Schedule worry time
- Seek out support – speaking to a friend/relative, seeking counselling services
- Learn relaxation strategies – breathing exercises, etc.

3. Watch your health:

- Eat well (incorporate more protein as opposed to sugar in your meals)
- Get enough rest (8 hours of sleep a night is essential)
- Get enough exercise
- Address any health concerns
- Build in time for leisure (ex. Spending time with family/friends, hobbies)

4. Manage your time effectively:

- Determine how much time you need to study
- Budget frequent, short, specific study sessions
- Set study goals (e.g. read 5 pages in the next 30 minutes)
- Take breaks (10 minutes per hour)
- Consider changing subjects or activities when you lose concentration
- Maximize the use of your peak energy times (...am?...pm?)
- Give yourself rewards for tasks well done!

5. Study ACTIVELY

- Create questions from headings and read to answer the questions
- Write summaries of readings and lectures
- Take notes of readings
- Discuss ideas with other students
- Other ACTIVE strategies? _____

**After completing the checklist, mark one or two new strategies you will try.*