

## Center for Academic Success

### Study Habits Checklist

#### Time Management

- |   |     |    |
|---|-----|----|
| 1. I have a study schedule with times set aside to study each subject                                     | Yes | No |
| 2. I balance my study time with recreation and leisure time   | Yes | No |
| 3. I have a calendar of the semester and it is marked with exam dates, project due dates, and assignments | Yes | No |
| 4. I use my free time between classes for reading or reviewing  | Yes | No |
| 5. I keep a weekly schedule of my classes and activities  | Yes | No |
| 6. I use daily "to do" lists  | Yes | No |
| 7. I study on the weekends  | Yes | No |

#### Class Attendance & Participation

- |   |     |    |
|---|-----|----|
| 8. I attend class regularly                                 | Yes | No |
| 9. I get to class early or on time                          | Yes | No |
| 10. I come to class prepared, having completed the reading  | Yes | No |
| 11. I sit where I can see/hear what is going on in lectures | Yes | No |

#### General Study Strategies

- |  |     |    |
|--|-----|----|
| 12. I plan sufficient time to get assignments done   | Yes | No |
| 13. I turn in all assignments on time  | Yes | No |
| 14. I use index cards to write down important information and then review information when I am "waiting" around | Yes | No |
| 15. I work on more difficult classes first   | Yes | No |
| 16. I set specific goals for each study session  | Yes | No |
| 17. I have a regular study area that is free of distractions   | Yes | No |
| 18. I take breaks when I study   | Yes | No |

#### Exam Preparation

- |   |     |    |
|---|-----|----|
| 19. I review older material first when studying for an exam               | Yes | No |
| 20. When studying for exams, I review over several sessions               | Yes | No |
| 21. I study for exams at least 5 days in advance                          | Yes | No |
| 22. I make up exam questions and answer them as I study                   | Yes | No |
| 23. I make up exam questions using the same format that the exam will use | Yes | No |
| 24. I review for exams with a peer or a small study group                 | Yes | No |
| 25. I review for exams by explaining concepts to others                   | Yes | No |

### **Goal Setting & Motivation**

26. I am motivated to do well	Yes	No
27. I set realistic goals and work to meet them	Yes	No
28. I set my priorities and stick to them	Yes	No
29. I assess my strengths and challenges in order to make positive changes	Yes	No
30. I seek help when necessary	Yes	No
31. I resist frequent distractions	Yes	No
32. I reward myself when I have successfully accomplished my study goals	Yes	No

### **Textbook Reading**

33. I skim headings and chapter introductions before I read the chapter	Yes	No
34. I read study questions and summaries before I read the chapter	Yes	No
35. I look for main ideas in what I read	Yes	No
36. I underline or highlight main ideas when I read	Yes	No
37. I recite when I have read in order to understand it	Yes	No

### **Note-Taking**

38. I take organized and legible notes during class	Yes	No
39. I review and revise my notes soon after class	Yes	No
40. I take notes as I read my assignments	Yes	No