

## Concentration Tips

- Work at a time of day when you know you are alert.
- Make sure you have everything that you need before you begin.
- Write down things that are on your mind before you study. Put this list aside, but add to it anything that distracts you as you are studying. Take care of the list later.
- Study at the same time each day. Creating a study schedule can help you insure that you are devoting enough time to studying each subject.
- Study in an area away from distractions such as a library, study lounge, or an empty classroom.
- Work with another person nearby (someone whose work habits you admire and who will not distract you) to encourage yourself to concentrate more fully.
- Set goals for your session that are realistic (number of problems to solve, pages to read, etc.) When you have met one of your study goals, reward yourself with a short break.
- Break-up the content of study by alternating between subjects, incorporating a variety of interesting topics, and removing boredom.
- Make studying an active process. Engaging in a variety of different types of studying (such as reading, writing, taking notes, memorizing, making review sheets, making note cards, creating outlines, etc.) can help keep you interested and on task.
- Recognize how what you are studying is relevant to your life. Draw connections between new information and things you already know.
- Try to stop work at a natural breaking point or after some sort of accomplishment, which will make returning to work easier. Write notes to quickly jog your memory when you begin to study again.
- Be sure to get enough sleep, eat well, and regularly exercise. Your mind will be more alert and you will be less likely to fall asleep or daydream.