STUDYING AT HOME

Self-assess. Check (√) strategies and skills that you currently use. Star (*) new ones to try out.

1. Track Your Progress—Plan Time to Plan Time!

___ a) Keep a long-range view of the semester. Write important deadlines, events and responsibilities on a wall calendar. Separate and post the semester months (e.g., on the wall near your desk).
___ b) Assess your progress at the end of each week and set priorities for the next.
___ c) Every day make a list of your priorities (e.g., top, medium, low; A, B, C). Revise as often as needed.
___ d) When your load is lighter, get ahead for busy weeks (e.g., read and highlight chapters).
___ e) Schedule “overtime” periods—tasks often take longer than expected.
___ f) Use small blocks of time (e.g., review notes while waiting)—they add up!
___ g) Start small! Break down large academic goals into subgoals and tasks. Schedule time for specific tasks (e.g., read 20 pages/evening for 10 days) and reward their completion (e.g., call a friend).
___ h) Estimate the total time required by timing completion of subgoals (e.g., summarize 10 pages).
___ i) Reduce activities that interfere with your priorities (e.g., talking on the phone).
___ j) Tell family members about your priorities and schedule for the week. Let them know when you are not available and also when you are.
___ k) Discuss household responsibilities with family members. If possible, reduce or delegate chores.
___ l) Cook ahead. Double recipes and freeze dishes for when you are too busy to cook.
___ m) Are you more energized in the morning, afternoon or evening? Study difficult subjects at peak times when you are most alert.
___ n) Improve recall and save time in the future by applying memory strategies and skills (e.g., acronyms, visual associations, highlighting) throughout the semester when reading and note taking.
___ o) Monitor and deal with internal distractions (e.g., worries) and external distraction (e.g., phone calls).
___ p) Keep clear your priorities and limits. As needed, respectfully ask others for assistance and say “No.”
___ q) Maintain a sense of a balance in your life (e.g., relaxation, nutrition, relationships, creativity).

2. Studying with Children (Ellis, 2000)

___ a) Let your children know that you need to study and ask for their cooperation.
___ b) Develop a weekly routine with studying as a priority and family activity that you do together.
___ c) Plan 10-minute breaks each hour to spend time with your children.
___ d) Organize projects, crafts and hobbies for your children to do while you study.
___ e) Arrange for your children to watch age-appropriate programs (TV shows, videos, DVDs).
___ f) Help your children find playmates to invite over or visit.
___ g) Hire a sitter or exchange sitting services with another parent.
___ h) Contact a nearby recreation or community center about programs of interest to your children.
___ i) Carpool with other parents.
___ j) Teach your children how to be organized, responsible and cooperative.
___ k) Schedule time with your children.

Planning is bringing the future into the present so that you can do something about it now. ~ Alan Lakein

References