

# Effective Habits for Effective Study

YOU can prepare yourself to succeed in your studies...  
by developing the following habits and understanding these underlying principles.

- ✓ **Take responsibility for yourself:**  
Responsibility is the recognition that, in order to succeed, YOU must 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:**  
Whether you are a morning bird or a night owl, studying during your “peak” times is important. Study when you are mentally fresh and not tired. Take short breaks. Study in a location in which you can remain focused and attentive.
- ✓ **Consider yourself in a win-win situation:**  
You win by doing your best and contributing during class. If you are content with your performance, your grade will become a secondary motivator to doing well in the class. Learning will become the primary motivator.
- ✓ **First understand others, then attempt to be understood:**  
When you have an issue with an instructor (a questionable grade or an assignment deadline extension), put yourself in the instructor's place. Now ask yourself how you can best make your argument, given the 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 learning center.

**And lastly, seek to continually challenge yourself!**