

Concentration: Some Basic Guidelines

1. Set aside a place for study and study only!

- A. Find a specific place (or places) that you can use for studying (for example, the campus libraries, vacant classrooms, quiet areas in the student center, bedroom at home, etc.)
- B. Make a place specific to studying. You are trying to build a habit of studying when you are in this place. So, don't use your study space for social conversations, writing letters, daydreaming, etc.
- C. Insure that your study area has the following:
 - good lighting
 - ventilation
 - a comfortable chair, but not too comfortable
 - a desk large enough to spread out your materials
- D. Insure that your study area does not have the following:
 - a distracting view of other activities that you want to be involved in
 - a telephone
 - a loud stereo
 - a 27-inch color TV
 - a roommate or friend who wants to talk a lot
 - a refrigerator stocked with scrumptious goodies

2. Divide your work into small, short-range goals.

- A. Don't set a goal as vague and large as ... "I am going to spend all day Saturday studying!" You will only set yourself up for failure and discouragement.
- B. Take the time block that you have scheduled for study and set a reachable study goal. (for example: finish reading 3 sections of chapter seven in my Psych. text, or complete one math problem, or write the rough draft of the introduction to my English paper, etc.)
- C. Set your goal when you sit down to study but before you begin to work.

Set a goal that you can reach. You may, in fact, do more than your goal but set a reasonable goal even if it seems too easy



Student Success Services
Health Science Building-203
1300 West Park, Butte, MT 59701