Your Study Area Checklist

How does your study area rate according to the following criteria?

___ privacy ___ temperature and ventilation
___ supplies ___ lighting
___ writing surface ___ noise and distractions
___ chair ___ orderliness

Now consider the following tips:

You should have a quiet place which you can use regularly, preferably a room to yourself, where you can assemble your tools—pencils, paper, notebooks, dictionaries, reference books, and files for your papers and be able to leave them when taking breaks or not using them. Family members and roommates should recognize your area as a private place. You should use it the majority of times you study.

You should have a table or desk with a good flat writing surface and a straight-backed chair that is comfortable. The room should be well ventilated, well lighted and a reasonable temperature (if it is too hot, you’ll get drowsy; if it is too cold, you’ll not be able to concentrate fully).

Avoid distractions such as pets, radio, TV, and talkative family members or other students. Concentration is the essence of study success and distractions destroy concentration. Avoid distractions of your own making too, such as daydreaming, constant nibbling on snacks, or too frequent rest breaks. When you need a break for relaxation, leave your desk area and relax elsewhere – keep your study area strictly for study.

Having considered the above information, rethink your study area and make the necessary changes to improve it. Then, using the spaces below, do the checklist again to measure improvements.

___ privacy ___ temperature and ventilation
___ supplies ___ lighting
___ writing surface ___ noise and distractions
___ chair ___ orderliness