Eastern Mennonite University
Academic Success Center

Control Your Study Environment

1. Set aside a fixed place for study and nothing but study.

2. Before you begin an assignment, write down on a sheet of paper the time you expect to finish.

3. Strengthen your ability to concentrate by selecting a social symbol that is related to study, such as putting on a certain scarf or hat or setting a little figurine on your desk.

4. If your mind wanders, stand up and face away from your books and spend a few minutes daydreaming.

5. When you are reading, stop at the end of each page, and count to 10 slowly. This practice may increase your study time.

6. Set aside a certain time to begin studying.

7. Don’t start any unfinished business just before the time to start studying.

8. Set small, short-range sub-goals for yourself by dividing your assignment into subsections.

9. Keep a reminder pad so that if you happen to think about something that needs to be done, you can jot it down and forget it until later.

10. Relax completely before you start to study.