

EVALUATE YOUR STUDY SPACE

Concentration is the number one problem for many students. Frequently, the problem is one of finding a place to study where there are no external distractions. External distractions are those that originate outside of the body. Telephone calls, visitors, and noises are examples. Concentration may be difficult when there are too many such distractions present. This checklist will help you analyze distractions in the places you study.

List the three places you usually study in the order you use them most:

A _____

B _____

C _____

Now circle the letter in each column that applies to each of these places T = true; F = False

	<u>Place A</u>		<u>Place B</u>		<u>Place C</u>	
1. Other people often interrupt me when I study here.	T	F	T	F	T	F
2. Much of what I can see here reminds me of things that don't have anything to do with studying.	T	F	T	F	T	F
3. I can often hear the radio or TV when I study here.	T	F	T	F	T	F
4. I can often hear the phone ringing when I study here.	T	F	T	F	T	F
5. I think I take too many breaks when I study here.	T	F	T	F	T	F
6. I seem to be especially bothered by distractions here.	T	F	T	F	T	F
7. I usually don't study here at a regular time each week.	T	F	T	F	T	F
8. My breaks tend to be too long when I study here.	T	F	T	F	T	F
9. I tend to start conversations with people when I study here.	T	F	T	F	T	F
10. I spend time on the phone here that I should be using for studying.	T	F	T	F	T	F
11. There are many things here that don't have anything to do with study or school work.	T	F	T	F	T	F
12. Temperature conditions here are not very good for studying.	T	F	T	F	T	F
13. Chair, table and lighting arrangements here are not very helpful for studying.	T	F	T	F	T	F
14. When I study here I am often distracted by certain individuals.	T	F	T	F	T	F
15. I don't enjoy studying here.	T	F	T	F	T	F

Totals: — — — — — —

Now total the T's and F's in each column. The column that has the most F's circled is the least distracting place to study. Try to plan your day so that you do as much work as you can there.

PREPARING YOUR STUDY SPACE

A CHECKLIST

Atmosphere

- Reduce noises and distractions. If in your room, alert friends that you want a quiet, undisturbed period to study. Isolate yourself by closing a door, if possible. If in the library, consider studying on a quiet floor.
- Check to make sure the temperature is cool or warm enough (66-74 degrees, depending on your personal preference) to keep you alert and active.
- If in your room, turn off radio and television, or if you work best with background music, pick a radio station without commercials (quiet records can also be good).

Work Environment

- Remove any potential distractions (Newspapers, magazines, email, video games, or anything else you might want to pick up or think about).
- Choose a chair comfortable for your purpose. Avoid lying or sitting on your bed, as your tendency will be to fall asleep. Instead, sit upright or at your desk.
- Make sure the lighting is adequate.
- Have the tools you need (pencils, pens, calculator, etc.).
- Try to study in the same place each time as your brain will associate that place with learning.