

25 Ways to Get the Most Out of Your Daily 24

WHEN TO STUDY

1. Study difficult or boring subjects first.
2. Be aware of your best time of day to study. You may be more alert at 5 a.m. than you are at 10 p.m. Find your peak time and use it!
3. Use waiting time. Always be prepared to review notes, read, study note cards while waiting for your bus, children, or at appointments with the doctor or dentist.

WHERE TO STUDY

4. Use a regular study area. Create a place or corner in your home where your body and brain will “know” it is time to study when there. Try to find a quiet area free from televisions, radios, and other distractions.
5. Study where you will be alert. Your bedroom may not be the best place to study!
6. Use a library. If you cannot create study space in your home, use the library!

HOW TO HANDLE THE REST OF THE WORLD

7. Pay attention to your attention. When your mind wanders while studying, notice what you are thinking of and make a note of it. Make note of how often you wander into other areas of your life and make a to-do list for after your study session.
8. Agree with living mates about your study time. Discuss with spouse or significant others, children, and roommates what your plan to succeed includes. Acknowledge that you will need time to study without interruptions. Set a schedule for time with family and friends to give them the attention they deserve.
9. Get off the telephone. Screen your calls and let your answering machine manage your time for you. Schedule time to return telephone calls during your day.
10. Learn to say no. Acknowledge that you are in the business of educating yourself, that you have personal responsibilities to self, family, employers, and your community. Choose activities to say yes to that give you energy, make you happy, and improve the quality of your life.
11. Hang a “do not disturb” sign on your door. Respect your decision to earn your degree enough to prevent others from disturbing your plan. The end result is worth the sacrifice.

12. Get ready the night before. Avoid crazy, harried mornings by setting out backpacks, lunches, clothes, and coats the night before. The end result is worth the sacrifice.
13. Call ahead. Save yourself time by calling the discount store ahead of time to make sure they have the item you need.
14. Avoid noise distractions. If your neighborhood has a high volume of traffic, dogs or children that distract you while studying, consider using white noise machines or soft music to mask the noise. Avoid listening to music with lyrics or that is too loud.
15. Notice how others misuse your time. You may have friends or family members who drain a great of time and energy from you. Make note of these individuals and set a plan to manage them in a manner that reduces the time and energy they steal from you. For example, if you are meeting a friend for lunch who makes a habit of showing up 45 minutes late, order lunch and enjoy your meal. When your friend shows up, explain to them that you are on a tight schedule and only have one hour of lunch. The next time you schedule lunch with this person, remind them of your time constraints.

Source: Ellis, D. (2000). Becoming a master student: ninth edition. Houghton Mifflin; Boston, MA.