STUDY HABITS CHECKLIST

Give yourself a score for each of the following:

Rarely/ Never = 0 points   Sometimes = 3 points   Often/ Always = 5 points

In Class:
- I never miss more than one or two classes per semester in any given subject. 0 3 5
- Before lectures, I prepare by reading any assigned material being covered that day. □ □ □
- During lectures, I listen carefully for key words and main ideas. □ □ □
- I take notes while the teacher is talking. □ □ □
- If a concept is unclear, I ask for help, in class or afterwards. □ □ □

Reading:
- I overview the entire text before I begin reading. (through the table of contents, headings, etc.) □ □ □
- While reading, I look for the main ideas and note them. □ □ □
- I look for relationships within the material. □ □ □
- I underline key terms and concepts and verify that I understand them. □ □ □
- I keep a list of definitions. □ □ □
- I read actively, by asking myself questions and evaluating the author's point of view. □ □ □

Study Area and Time Management:
- My desk or table is big enough for me to work comfortably. □ □ □
- My space is tidy and equipped with the materials I need. □ □ □
- I study in a quiet area, free from distractions. □ □ □
- I keep up with my assignments and do not fall behind. □ □ □
- I keep a study schedule and allot time for all my tasks. □ □ □
**Studying:**

- I review my notes regularly. □ □ □
- I summarize material in my own words to understand it better. □ □ □
- I break my long study assignments into several sessions. □ □ □
- I review the material with a friend. □ □ □

**Preparing for Exam**

- I make a master outline of all the important material I need to learn for an exam. □ □ □
- I make a study schedule, which includes several study sessions, for each exam. □ □ □
- I review the most important facts and principles for each exam. □ □ □
- I draw diagrams, maps, etc. and visualize the material. □ □ □
- I make up my own exam questions, based on important material, and answer them. □ □ □
- I get plenty of sleep and eat a good breakfast before an exam. □ □ □

**Taking Exams:**

- Before beginning, I read over the instructions and questions carefully. □ □ □
- I break up my time so I spend a fixed amount on each question. □ □ □
- For essay exams, I make an outline of my answer before I begin writing. □ □ □
- I always leave time at the end of my exam to proofread and to make sure I haven’t missed any questions. □ □ □

**Total Score:** ___ / 150

**0 - 80:** Your study skills could use some work! Come to The Learning Centre for tips on how to study more productively and efficiently.

**81 - 110:** You have some good study habits, but you could be more organized and focussed. If you think your marks could be better, come to The Learning Centre and we’ll help you brush up.

**111 - 150:** You have good study skills overall! If you ever find yourself in trouble when preparing for tests and exams, or with material for a particular course, come to The Learning Centre and we’ll help you out.