STUDY SKILLS (& PROCRASTINATION)

OVERWHELMED BY A BIG PAPER OR PROJECT?

1. Start by breaking the task into pieces, or sub-tasks.
2. Estimate how long it will take to accomplish each task (be generous!).
3. Get out your schedule and put tasks in your calendar where they will fit.
4. If you think you might need help or an extension, ask ASAP.
5. If a sub-task takes longer than expected, add another period into your schedule instead of assuming you can finish up at your next work period.

PRODUCTIVITY TIPS:

- Create specific and measurable goals. Instead of "I will work on my English paper," say, "I will spend 50 minutes researching my topic." Instead of "I will study for my quiz this week," say, "I will study for the quiz Monday 10am-11am, Wednesday 1pm-2pm, and Thursday 10am-11am.
- Don't get derailed by technology: Decide when you will respond to messages. Turn off all unnecessary alerts. Use apps and browser extensions to limit internet site access if necessary – you got this!
- Minimize multitasking: Give tasks your undivided attention. If something comes up while you're working, ask yourself "Do I really need to do this right now?" If you're worried you might forget to do it later, quickly write it down, and then get back to work.
- If you find yourself thinking, "I'll do it later," grab your calendar and make a plan for when exactly "later" will be.
- Choose your location wisely. Plan to work where you can focus best.

GET INTO THE RIGHT MINDSET!

- Give yourself credit for your accomplishments. Cross items off
- your to-do list. Do something nice for yourself to celebrate
- As soon as you get an assignment, add it to your to-do list.
- Keep study materials with you so you can take advantage of unexpected opportunities to study.
- While all-nighters seem inevitable sometimes, know that sleep is critical to memorization. Try to schedule regular study times instead of long sessions right before exams.
- Don't punish yourself or beat yourself up for not getting things done. Take care of yourself. Get help if you need it, and make a plan.

TRY THE POMODORO TECHNIQUE!

1. Choose a task to be accomplished.
2. Set a timer for 25 minutes
3. Work until time is up
4. Take a 5 minute break
5. Repeat this 25/5 cycle four times, and then take a longer break at the end (15-30 mins)

Schedule an appointment with a SHOP Health Educator at shop.ucsc.edu