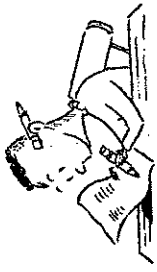


# STUDY SKILLS: SETTING GOALS

## ACTIVITY ONE: SETTING PRIORITIES

Each day you are faced with a wide range of things you need or want to do for school, for your family and friends, and for yourself. Below is a list of things you could do on a weekday evening. Arrange them in the order of your priorities. Put the most important task first.

- Organize my backpack for school tomorrow
  - Watch my favorite TV program
  - Choose clothes to wear to school tomorrow
  - Have dinner with my family
  - Call a friend to tell her about the math homework
  - Study for the social studies test being given on Friday
  - Begin science project due next Monday
  - Instant message with my friends
  - Complete math homework problems that are due tomorrow
  - Read a book I've been wanting to read
1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_
  6. \_\_\_\_\_
  7. \_\_\_\_\_
  8. \_\_\_\_\_
  9. \_\_\_\_\_
  10. \_\_\_\_\_



## ACTIVITY TWO: GOAL ORGANIZER

### Short-Term Goals

This week I will/our class will:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Medium-Term Goals

This month I will/our class will:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Long-Term Goals

This year I will/our class will:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

# STUDY SKILLS: STUDY ENVIRONMENT



## ACTIVITY THREE: OBSTACLES TO CONCENTRATION

Think about times you've felt distracted from studying. Were the obstacles external (such as traffic or television noise) or internal (such as being tired or hungry)? What can you do to get back on track?

### External Obstacles

External Obstacles      What to do about it

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### Internal Obstacles

Internal Obstacles      What to do about it

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## ACTIVITY FOUR: MY STUDY PLAN

Answer the questions below to help you determine your own best study plan. Then, on the back of this page, draw your ideal study environment.

1. The place I study best is \_\_\_\_\_  
 my bedroom.  the public library.  the kitchen table.  
 the dining room.  another place: \_\_\_\_\_
2. The reason I choose this place to study is \_\_\_\_\_  
 \_\_\_\_\_
3. The time I study best is \_\_\_\_\_  
 early in the morning.  right after school.  after dinner.  
 another time: \_\_\_\_\_
4. The reason this time is best for me is \_\_\_\_\_  
 \_\_\_\_\_
5. I study best \_\_\_\_\_  
 by myself.  with a parent or another adult.  
 with my brother or sister.  in a study group.
6. I need a study break \_\_\_\_\_  
 every 15 minutes.  every 30 minutes.  every hour.
7. When I take a break, I \_\_\_\_\_  
 \_\_\_\_\_
8. List five items you need in your study environment to be an effective learner: 1) \_\_\_\_\_, 2) \_\_\_\_\_, 3) \_\_\_\_\_, 4) \_\_\_\_\_, 5) \_\_\_\_\_.

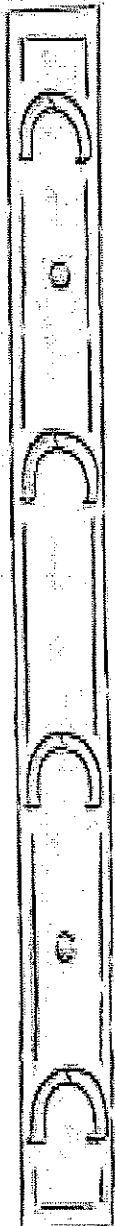
# STUDY SKILLS: TIME MANAGEMENT



## ACTIVITY FIVE: KEEPING TRACK OF TIME

How do you spend your time? Using the daily calendar below, record all your day's activities from morning to evening. Use extra copies for multiple days.

_____	3:30 P.M.	_____
_____	4:00 P.M.	_____
_____	4:30 P.M.	_____
_____	5:00 P.M.	_____
_____	5:30 P.M.	_____
_____	6:00 P.M.	_____
t. _____	6:30 P.M.	_____
t. _____	7:00 P.M.	_____
t. _____	7:30 P.M.	_____
t. _____	8:00 P.M.	_____
t. _____	8:30 P.M.	_____
t. _____	9:00 P.M.	_____
_____	9:30 P.M.	_____
_____	10:00 P.M.	_____
_____	10:30 P.M.	_____
_____	11:00 P.M.	_____
_____	11:30 P.M.	_____



## ACTIVITY SIX: WHERE DOES THE TIME GO?

You may be surprised by what you learn from your daily calendar. Take close look at the results. Then reflect on the questions below.

- On which activity did you spend the most time  
\_\_\_\_\_
- How much time did you spend watching TV? \_\_\_\_\_  
Chatting online with friends? \_\_\_\_\_  
Playing video games? \_\_\_\_\_
- How much time did you spend on your schoolwork? \_\_\_\_\_  
Reading for pleasure? \_\_\_\_\_
- What time do you usually go to sleep? \_\_\_\_\_  
Are you sleeping at least nine hours each night? \_\_\_\_\_  
On which activity did you spend the most time? \_\_\_\_\_
- Which activities did you plan ahead of time? \_\_\_\_\_  
Which activities were unplanned? \_\_\_\_\_
- Which activity was the best use of your time? \_\_\_\_\_  
Which was the worst use of your time? \_\_\_\_\_
- What is the most important thing you learned about t  
you spend your time? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_