

Study Skills & Procrastination

If you're overwhelmed by the size of a project or paper:

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.
- 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," get out your calendar and make a plan for when exactly "later" will be.
- Choose your location wisely. Plan to work where you can focus best.

If you tend to study last minute or pull "all-nighters":

- Schedule regular study times instead of long sessions right before exams.
- Know that sleep is critical to memorization. Sleeping all night is best, but 20 minute naps can help.

More Resources:

Student Learning Center: <http://slc.berkeley.edu/>

Offering seminar courses, workshops, and academic coaching provide guidance in the following areas: Time Management, Motivation & Goal-setting, Effective Reading Strategies, and Exam Preparation and Performance, Lecture Notetaking, Writing and Research, Public Speaking, Studying, and Enhancing Learning

Study and Success Strategies: CalREN Project <http://live-slc.pantheon.berkeley.edu/study-and-success-strategie>

TANG TIP:

Tang Tip: Take breaks! Get out of your seat, stretch, walk, step away from the internet, and give your mind a break. It will increase your ability to focus when you get back to work.

Contact us

Health Promotion
2010 Tang Center
Berkeley, CA 94720

uhs.berkeley.edu/hp
uhs.berkeley.edu/healthcoaching

Make an appointment with a health coach

Online: etang.berkeley.edu

In-person: Appointment Office

Phone: 510-642-2000, press 4 then 1

Get in the right mindset:

- Give yourself credit for your accomplishments. Cross items off your to-do list. Do something nice for yourself to celebrate
- 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.
- 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.

Try the Pomodoro Technique:

1. Choose a task to be accomplished.
2. Set a timer for 25 minutes
3. Work on the task 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)

