Effective Habits for Effective Study

Prepare yourself to succeed. Strive to develop and appreciate the following habits:

**Take responsibility for yourself.**
Responsibility is recognition...in order to succeed, you make decisions about your priorities, your time, and your resources.

**Center yourself around your values and principles.**
Don’t let friends and acquaintances dictate what you consider important.

**Put first things first.**
Follow up on the priorities you have set for yourself. Don’t let other or other interests distract you from your goals.

**Discover your key productivity periods and places.**
Morning, afternoon, evening...study spaces where you can be the most focused and productive. Prioritize these for your most difficult study challenges.

**First understand others, then attempt to be understood.**
For example, when you have a concern of an assignment deadline extension, put yourself in the instructor’s place. Ask yourself how you can best make your argument given his/her situation.

**Look for better solutions to problems.**
For example, if you don’t understand the course material, don’t just re-read the material. Try something else! Consult with the instructor, a tutor, an academic advisor, a classmate, or a study group.

*Partially adapted from the audio cassette by Steven Covey,*
*Seven Habits of Highly Effective People*

Have Questions?
Contact the Career Services Office at:
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