

Where you study is just as important as how you study. A good study environment should be quiet and free of distractions.

1. TRY TO KEEP A TIDY DESK:

It's a good idea to have a desk or a space, which you use for nothing else other than studying. You will find that it is easier to get into the habit of beginning to study as soon as you sit down. Be sure you have enough workspace. Remove everything from your study area that is not related to what you are studying at the time. Only have the books, copies, notes or exam papers you need for that subject on the desk.

2. GOOD LIGHTING:

Be sure that there is enough lighting. Try not to have shadows across your books and if using a desk lamp make sure that it is not shining directly into your eyes.

3. ROOM TEMPERATURE:

If the room is too warm your concentration is not as good and you will feel sleepy and tired. If the room is too cold you will find your-self becoming irritable and your concentration is not as good.

4. GOOD VENTILATION:

If the room is not well ventilated you will feel sleepier and not be able for as much study.

5. TELEVISION:

You cannot study efficiently if the television is on. Turn off the television, laptop, mobile phone and Xbox..

6. MUSIC:

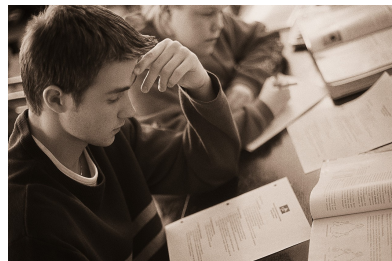
You should not study with the radio or "your music". It is true radio does not affect your understating of the subject but it does make it more difficult for you to remember the information. This is what you need on the day of the exam. If you must have music the 'experts' say keep it classical.

7. INTERRUPTIONS:

Do not allow yourself to be interrupted. If the phone rings you are not to race the other members of your family to it. Do not answer calls, return them between your planned study sessions or after your evening's study.

8. GOOD-POSTURE:

Sitting up with a slight forward lean does improve your work. Lounging back with your feet up is lazy learning. Use a chair that supports your back, not one that invites you to eventually fall off to sleep. Never study on your bed.



Concentration

Students often complain that they can't concentrate while studying, and that they can't remember the material, which they have studied. There are many techniques for improving your concentration and memory, although you will have to see which ones suit you best. If you spend a lot of time reviewing information, which is not vital, you will have trouble concentrating. Try breaking your study time up into manageable periods, and schedule a regular break. Personal or course-related anxiety, daydreaming and lack of rest are the most common barriers to successful concentration. Anxiety can be alleviated by various relaxation techniques, including doing something, which normally calms you. Anxiety can also be reduced and concentration increased with **SMART Goals**.

5 SMART Ways to a Proper Goal:

SPECIFIC: Describes what you want to accomplish with as much detail as possible. (One Chapter, one exam question. Etc)

MEASURABLE: Describes your goal in terms that can clearly be evaluated. (Can I now solve this quadratic equation...?)

ACHIEVEABLE: It takes energy and discipline to accomplish, but it is possible. (Don't give in easily...realise it is hard work.)

REALISTIC: A goal you know you are actually capable of obtaining. (Do the best you can, not the best someone else can achieve!)

STATED COMPLETION DATE: Goals that break longer-term goals into shorter pieces and clearly specify target completion dates. (By Saturday I will have six pages of Geography notes.)