

## Your study environment should allow you to work efficiently

### 1. TRY TO KEEP A TIDY DESK:

It's a good idea to have a desk, which is devoted entirely to studying. You will find that you get into the habit of beginning to study as soon as you sit down. Be sure you have sufficient workspace. Remove everything from your study area that is not related to what you are studying at the time, so your space is uncluttered. The area should be large enough so that you can work comfortably. Only have the books and materials you need for that subject on the desk. Tidying your desk is not part of study time. If able, arrange your desk to face a blank wall rather than a window, so you don't become distracted by what's going on outside.

### 2. GOOD LIGHTING:

Be sure that there is adequate 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 declines and you will feel sleepy and tired. If the room is too cold you will find your-self becoming irritable and commitment declines.

### 4. GOOD VENTILATION:

If the room is not well ventilated you will gradually become accustomed to the diminishing freshness and begin to feel sleepy with a decline in work rate. Parents are great at dropping in to see how things are going and believe them if they think that the room is stuffy.

### 5. SCREEN:

You cannot study efficiently if the television is on. Turn off the television and radio and mobile phone and games box.



### 6. MUSIC:

You should not study with radio or "your music". It is true radio does not inhibit your understating of the subject but it does reduce your ability to recall the information. You need to be able to recall as much as possible 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 really does improve the quality of your work. Lounging back with your feet up is lazy learning. Use a chair that supports your back, not one that invites you to lounge and fall off to sleep. Never study on your bed.

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