

# Specific Ways to Improve Concentration

## **Set aside a place only for study:**

To establish a habit

Room to spread out; good light; out of traffic

Music? instrumental and mood are o.k. (don't affect rate) vocal music and talk are not o.k. (slow you down)

## **Daydreaming? Turn away from your books.**

Stand up; face away - look at anything but books to break the association (you'll find it hard to think of anything but the books.)

## **Strengthen your ability to concentrate by selecting a social symbol related to study.**

What you wear affects how you feel and think.

Wear one particular item of clothing when studying so others will know when you're studying; take it off when you're not studying.

## **Set aside habitual time to begin studying.**

This will make it a lot easier to start without daydreaming or talking with someone.

## **Don't start unfinished business just before time to start studying.**

## **Set small, short-range sub-goals.**

The closer people get to their goal, the faster they move (and the faster you read, the better your concentration.)

Divide assignments into sub-sections and set a time limit for finishing each one; for instance, plan to complete 10 problems in 30 minutes.

## **Keep a record of goal setting. Write down what you plan to do and note what you've accomplished.**

**Keep a reminder pad by you as you study.**

Jot down what comes to mind. You'll have peace of mind that you won't forget it.

**Relax completely before studying — sit quietly for a moment or two to collect your thoughts before you start.**

From: *Systems for Study* by Alton Raygor and David Wark, McGraw-Hill Book Company.