

SPECIFIC WAYS TO IMPROVE CONCENTRATION

1. 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)
2. 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.)
3. 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.
4. Set aside habitual time to begin studying; this will make it a lot easier to start without daydreaming or talking with someone.
5. Don't start unfinished business just before time to start studying.
6. 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.
7. Keep a record of goal setting. Write down what you plan to do and note what you've accomplished.
8. 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.
9. Relax completely before studying. Sit quietly for a moment or two to collect your thoughts before you start.

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