Concentration Tips

1. Choose a place to study.
It should be:
• free of traffic which will interrupt and
distract you.
• well lit (at least 150 watts for reading)
• set up with furniture that promotes
alert posture.

Try to study in the same place all
the time. You will develop a
"study association" with this place
which will promote concentration.

2. Choose a study time.
All of us experience some times of high
energy during the day, times when we are
most alert and ready to concentrate.
Analyze your own daily peaks and valleys,
and plan to do concentrated study when you
are most alert.

3. Be prepared.
Have materials available.
Gather everything you will need
before beginning a study session. Having to
interrupt study to find a calculator or sharp
pencil reduces concentration.

Keep a scratch pad handy.
Decide that you will write down
distracting ideas as they occur and that you
will tend to those matters after you have
finished studying.

4. Focus attention to begin study.
Set your goals.
Decide exactly what you want to
accomplish in the amount of time that you
have (e.g., “I want to be able to define three
concepts by 4 pm”).

Review what you know.
Prepare for reading by studying your
notes from the preceding pages. Prepare for
working problems by reviewing the text pages
that describe the kinds of problems you will
be doing. Prepare for an essay by reviewing
the ideas you’ve already generated.

5. Keep attention focused while studying.
Interact with your assignment.
Talk to yourself, question the ideas
being presented, summarize the materials,
think of examples, think of analogies, recall
similar situations or problems, associate the
information with what you already know.

Assess your concentration.
When you are distracted, just write
down what interrupted your concentration
and return to your task. You will find that
noting interruptions will help you maintain
your focus in the future.

6. Reward yourself!!
When you have met your goal, reward
yourself! Tell yourself how much you
accomplished, congratulate yourself, take a
break, call a friend, or relax a few minutes
before you begin to study again.