

# STUDY SKILLS CHECKLIST

This checklist will help you become aware of your study habits and attitudes. Read each statement. If it applies to you, highlight **YES**. If not, highlight **NO**. To highlight text in a PDF, go to **TOOLS**, click on **COMMENT**, double-click the circle "O" under **YES** or **NO**, right-click, and **HIGHLIGHT TEXT**. Scoring two or more "yes" answers in a category shows where you need to improve the most.

## YES NO HOW I MANAGE MY TIME

- YES  NO • I spend too much time studying for what I am learning.
- YES  NO • I usually spend hours cramming the night before an exam.
- YES  NO • I can't find a way to balance my study time and my social life.

## HOW I CONCENTRATE

- YES  NO • I usually study with the radio, TV, or devices (with notifications) on.
- YES  NO • I quickly become tired and distracted when sitting down to study.
- YES  NO • I go to class, but I usually doodle, daydream, or fall asleep.

## HOW I LISTEN AND TAKE NOTES

- YES  NO • My class notes are sometimes difficult to understand later.
- YES  NO • I usually seem to write down the wrong things in my class notes.
- YES  NO • I don't look at my class notes after I've taken them.

## HOW I READ TEXTBOOKS

- YES  NO • When I get to the end of a chapter, I can't remember what I've just read.
- YES  NO • I don't know how to pick out what is important in the text.
- YES  NO • I can't keep up with my reading assignments; I try to scan them before a test.

## HOW I UNDERSTAND WHAT I READ

- YES  NO • I often get lost in the details of reading and have trouble identifying the main ideas.
- YES  NO • I don't usually change my reading speed when the text is difficult or unfamiliar.
- YES  NO • I often wish that I could read faster.

## HOW I WRITE ESSAYS AND RESEARCH PAPERS

- YES  NO • When teachers assign essays or research papers, I can't seem to get started.
- YES  NO • I usually write my essays and papers the day before they are due.
- YES  NO • I can't seem to organize my thoughts into an essay or report that makes sense.

## HOW I DO EXAMS

- YES  NO • I often lose points on essay exams even when I know the material well.
- YES  NO • When I get to class, my mind goes blank.
- YES  NO • I don't usually study in an organized way.

*Get to know your strengths and weaknesses as a student.  
Contact us at the Academic Skills Centre to get the help you need.*