**Strategies for better focus/time management:**

**In class:**

* Sit up front and to the side in order to minimize visual distractions.
* Take notes of some kind to stay engaged.
* Print out PowerPoints ahead of time if available and look them over beforehand to warm up their brain to the topics. This can also aid in retention.
* Do the same by spending 5 minutes reviewing last class's notes to warm up their brain, another retention aid.
* Chew gum or a peppermint.
* Ask one question per class.
* Taking notes using Cornell style. (<https://medium.goodnotes.com/study-with-ease-the-best-way-to-take-notes-2749a3e8297b>)
* Read the chapter BEFORE the lecture-you have some context for what you are about to learn in class.

**Outside of class:**

* Be well-rested.
* Review notes the same day you take them to fill in any holes, and reinforce the material while it is still fresh in your mind.
* Create a study agenda appropriate to the amount of time to sit down to study (if they have 1.5hrs to study, only list out work that can be done in that amount of time).
* Keep agenda right in front of you and mark things off as they are completed.
* Turn phone OFF and put it physically away from the study area.
* Use active study methods-read out loud, highlight, create a note card or outline from the readings, create questions from the notes material in Cornell style (<https://medium.goodnotes.com/study-with-ease-the-best-way-to-take-notes-2749a3e8297b>)
* Listen to text using a screen reader or audio version of your material-following along with your eyes, if possible, while also listening.
* Use another person to create structure (a specific start time, tutor who might ask you questions, body double who is also just studying in the same space, someone who will encourage you not to give up before your study time is up).
* Set small goals or tasks for a larger project-makes it easier to get started and eat away at a large project. (Make an appointment(s) with the Writing Center, COMM lab, a tutor, etc.)
* Schedule a writing center appointment at a strategic point in the paper-writing process to create structure and accountability to get a draft done.
* Take medication as prescribed.
* Use meals as natural study breaks.
* Study during daytime hours-less distractions, more energy, meds are in your system, others are doing the same thing.
* Form or join a study group.