

STUDY HABITS AND SKILLS CHECKLIST

Your academic success depends on your use of certain skills and habits. Check each of the statements below according to *what you actually do*. Place a check (✓) in the correct space under **almost always**, **most of the time**, **sometimes**, or **rarely**.

A. Habits Related to General Health and Fitness	ALMOST ALWAYS	MOST OF THE TIME	SOME-TIMES	RARELY
1. I obtain at least 8 hours of sleep every day.				
2. I eat healthy and balanced meals at regular intervals.				
3. I get some exercise and recreation every day.				
4. I take steps to solve problems which worry me and which interfere with my concentration.				
B. Habits That Provide Good Working Conditions	ALMOST ALWAYS	MOST OF THE TIME	SOME-TIMES	RARELY
5. I find a quiet, well-lit and comfortably-heated space to study.				
6. I follow a regular schedule.				
7. I avoid distractions while I am studying.				
8. I allow time in my weekly schedule for working on special reports and term projects.				
9. I write down my class assignments clearly and keep them where I can find and refer to them.				
10. I make certain that I understand the purpose and nature of the professor's assignment before I leave class.				
11. I organize my study materials and review the assignment before I start to work.				
12. I start work promptly and I avoid procrastinating.				
13. I keep my mind on my work and avoid daydreaming.				
14. I complete my assignments on time and according to instructions.				
C. Essential Study Habits, Reading Habits and Skills	ALMOST ALWAYS	MOST OF THE TIME	SOME-TIMES	RARELY
15. I review the assignment before breaking it down in detail.				
16. I adjust my reading speed to the material I study.				
17. I find the main ideas in each paragraph and organize the details around it.				
18. I stop at natural breaks in my reading and try to repeat the main ideas in my own words.				
19. I look up the meaning of words I don't understand and develop a working vocabulary for each subject.				
20. I outline the material as I read.				
21. I use the table of contents and the index.				
22. I relate the text to the maps, graphs, and tables included in the assignment.				
23. I anticipate what the author will say as I read.				
24. I recall information and relate it to new material as I read.				
25. I question and evaluate the content of what I read, as I read.				
26. I take time to summarize the main ideas and draw conclusions.				
27. I read for pleasure.				
D. Habits Related to Note Taking, Outlining, and Library Use	ALMOST ALWAYS	MOST OF THE TIME	SOME-TIMES	RARELY
28. I keep a section in my notebook for each subject and I keep them together and in order.				
29. I write my notes in outline style to show ideas and subordinate details.				
30. I take satisfactory notes from class, study assignments, and research assignments.				
31. I review my class notes as I study at home.				
32. I summarize my notes frequently.				
33. I review my notes before examinations.				
34. I use school library facilities.				
35. I understand how to use various library aids such as encyclopedias, dictionaries, reference materials, and periodicals.				
36. I know when and how to outline.				
E. School Factors	ALMOST ALWAYS	MOST OF THE TIME	SOME-TIMES	RARELY
37. I do well on essay tests.				
38. I do well on multiple choice, true-false and matching tests.				
39. I am a good speller.				

40. I am good in English grammar.				
41. I can express myself well in:				
• writing.				
• class discussions.				
• in front of the class.				
42. I like to study and do homework.				
43. I have a good memory.				
44. I stop and analyze my work and progress in each course.				
45. I apply what I have learned in one school course to my other subjects whenever appropriate.				

SCORING:

Now that you’ve completed the checklist, it’s time to see how you score! Give yourself 4 points for every “Almost Always” answer, 3 points for every “Most of the Time,” 2 points for every “Sometimes,” and 1 point for every “Rarely.” Add up your points and check the categories on the next page to see where you line up!

136-180 points: You have developed the study habits and skills necessary for academic success in college. You know how to organize and manage your time, how to set priorities, how to avail yourself of resources, and how to adapt your learning strategies to specific situations. You’re ready to adapt your existing skills into the college context!

91-135 points: You have worked to develop a range of skills and habits that will facilitate your academic success in college. Review the checklist to see where you need to increase your strategies to fit into the “almost always” categories. Once you have determined the specific strategies that need improvement, set specific study skills goals for your first semester in college. Prioritize the essential study habits, reading habits, reading skills, note-taking, and school factors that need improvement.

46-90 points: Review the checklist to determine the specific habits and skills that you will need to use more than “rarely” or “sometimes.” Academic skills take time and practice to develop, and to this point you have not practiced enough the skills and habits you will need to do well in your college classes. Work first on developing your time management and organizational skills. Create a study schedule for yourself by setting aside two to three hours of study time for each hour of class. For instance, if you are taking 16 credits (16 hours), you will need to devote between 32 and 48 hours per week developing your study habits and skills. After you have created the study schedule, work to develop the essential study habits, reading habits, and skills identified in section “C” of the checklist as well as the skills and habits in section “D” of the checklist. Visit www.studygs.net for additional tips and study strategies. You can also obtain academic support once you are in Hamline classes by calling the Center for Academic Services at 651-523-2912 to schedule an appointment with an academic advisor or the Director of the Writing Center, Tutoring, and Academic Skills Program.

0-45 points: You are at risk of struggling in your college courses. Get a jump-start before classes begin by visiting the following websites:

- www.howtostudy.org/resources.php (check out the “Resources” link)
- www.studygs.net (review the “preparing,” “learning,” “studying,” and “reading” links)
- <http://www.muskingum.edu/~cal/database/general/> (review general learning strategies)
- http://www.ulc.arizona.edu/self_assessments.htm (take the College Readiness Inventory, the Learning Styles assessment, or the College Expectations Questionnaire)

Once classes have begun, you can schedule an appointment to discuss your results with any of the professional staff in the Center for Academic Services by calling 651-523-2912. We will be happy to help you set goals and help you prioritize the list of skills and habits that you will need to cultivate so that you can do your best in college.

The books listed below are three of the best resources available to help you learn how to study in college:

- Downing, Skip. *On Course: Strategies for Creating Success in College and in Life*. 5th ed. Boston: Houghton Mifflin, 2008. (As of June 2008, new copies from Amazon.com were \$25; used copies were approximately \$8 and up).
- Pauk, Walter, and Ross J.Q. Owens. *How to Study in College*. 9th ed. Boston: Houghton Mifflin, 2005. (As of June 2008, new copies were available from Amazon.com for \$72; used copies available for approximately \$42 and up).
- Wong, Linda. *Essential Study Skills*. 6th ed. Boston: Houghton Mifflin, 2008. (As of June 2008, new copies were available from Amazon.com for \$69; used copies available for approximately \$29 and up).

**Hamline University
Center for Academic Services**