

S.M.A.R.T T.I.P.S

S = Specific: set specific goals when creating your schedule and to-do list.

- **Vague:** "Read Kant for two hours." (Any goal exceeding 1.5 hours of study should be broken into smaller goals.)
- **Specific:** "Read 4 pages of Kant in an hour and prepare a thought for class"

M = Measurable: make measurable goals.

- **Not Measurable:** "Study for Chemistry Exam for 8 hours."
- **Measurable:** "Work problems from 5 chapters for 45 minutes each." (Short, measurable goals will help you stay on track.)

A = Attainable: make goals that you can successfully accomplish.

- **Not Attainable:** "Study 40 hours every week outside class."
- **Attainable:** "Study 20 hours every week outside class and save my extra energy for final's week."

R = Realistic: make goals that are within the scope of what you can achieve.

- **Unrealistic:** "Get Straight A's this quarter." (You cannot control everything that will affect your grade.)
- **Realistic:** "Go to all classes. Study 3 hours per day."

T = Timely: set deadlines for yourself for what you will accomplish.

- **Not Timely:** "I'll start my paper tomorrow..."
- **Timely:** "Today, I can read the essay questions and pick my topic."

T = Take a Break: breaks which include self-care is imperative for academic success.

- Continue your previous hobbies and interests, even if the time spent on them needs to be reduced.
- Take regular breaks. Study for only 45 - 90 minute intervals. And, study for only 3 hours per day in a normal week.

I = Invigorate Yourself: engage in pleasurable activities.

- Continue to exercise and socialize.
- Study with a group or meet a friend to study.
- Treat yourself to breakfast before your Sunday study session.

P = Plan Your Study Space: Study in a space that works for you.

- If you are distracted or unproductively studying at home or in the library, go to a location where you are more productive.

S = Set Your Priorities: Set your priorities every week, and then re-examine your priorities every day.

- Work on high priority tasks first and when you are feeling most alert and energetic.