



## ACE Your Concentration: Tips for Focused Thinking

### Creating a Study Environment

*Find a place where you can concentrate and study; keep it for study only.*

- Make sure that the environment meets your study needs (e.g. that it has good lighting, ventilation, a comfortable chair and a desk large enough to spread out your materials)
- Control both the noise level and visual environment so that they aren't distracting
- Create a designated work/study space and if you need a break, take a few minutes away from that space so that the atmosphere remains focused and productive

### Ideas for Study Locations around CSU

\*Library \*Lounge Areas \*Empty Classrooms \*Coffee Shops

### The Best Times to Study are....

- During the day and early evening because you'll process and more easily remember the information
- When there are few competing activities in progress
- When you are rested
- After you have exercised

### Improve Your Concentration!

- Set study goals before you begin (based on number of pages, problems, etc.).
- Switch it up! Divide the study periods by alternating between subjects/tasks.
- Use a worry pad. Write down extraneous thoughts while studying or during a lecture.
- Just keep a small notebook or notepad with you to write down thoughts not related to what is currently going on. Make sure you go back to those thoughts later at a more appropriate time to take care of them.
- Keep score of your concentration by putting check marks on a sheet of paper for each time your mind wanders.
- Study with a pen/pencil in your hand, preparing to take notes as needed.
- Minimize distractions such as IM, internet, phone, social media, etc.
- Start with short study periods and build to longer periods only as fast as you maintain concentration.
- Take a break! Design adequate rewards after specified goals are met. Keep your ratio 5 to 1 (i.e., work 50 minutes; break 10 minutes).
- Make the most of rest periods - do something different to keep your mind engaged.