

## STUDY SKILLS

# S2TOP

To help stay focused when I study.

**S**et a timer and sit down to study.

- Use your watch or a kitchen timer and set it for a certain period of time that you plan to study.

**S**ee if you are off task.

- When you notice that your mind has drifted off task, tell yourself that you are not studying and that you have to go back to studying.

**T**ouch the circle.

- Draw a circle on a piece of scratch paper.
- Every time you become aware that you are daydreaming, make a mark inside the circle.

**O**rganize your thoughts.

- After you make a mark in the circle, take a few seconds to organize your thoughts.
- Shut your eyes and tell yourself to get back to studying.

**P**roceed again.

- Once you have organized your thoughts, begin to study again.
- Once your study session is over, count the number of marks you made in the circle.
- Your goal is to decrease the number of marks you make in a circle the next time you study. Try to reach a point where you can study without making any marks in a circle. Then you will have overcome your problems with daydreaming.