

CREATING AND MAINTAINING A STUDY PLAN

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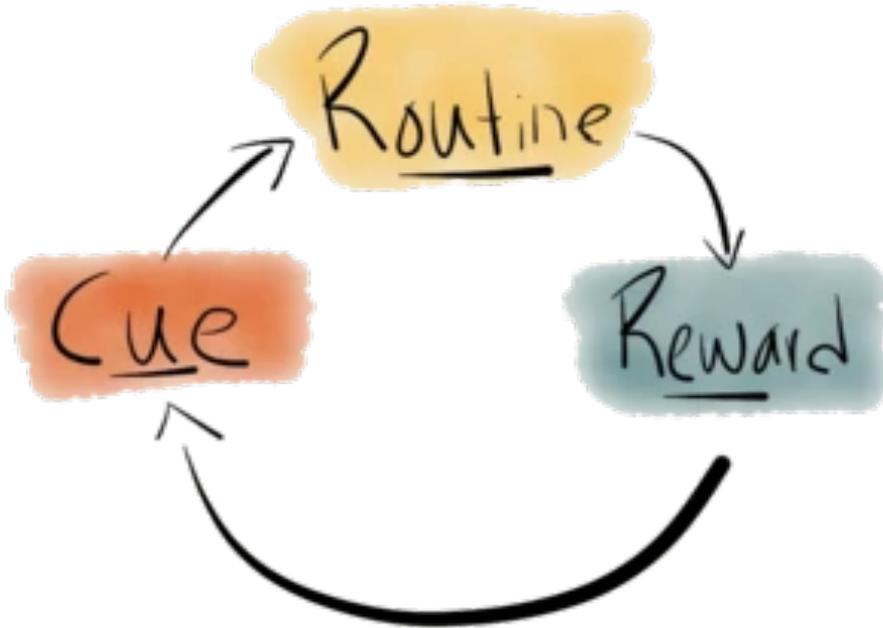
ACADEMIC COACH

USC KORTSCHAK CENTER
FOR LEARNING AND CREATIVITY

LEARNING OBJECTIVES

- **Understand how to establish and maintain new study routines**
- **Identify how to prioritize tasks**
- **Create effective study plans**
- **Recognize distractions**

CREATING AND MAINTAINING NEW ROUTINES



- Find a space that helps you feel the most productive and focused (i.e. library, study room, etc.)
- Create a study schedule that is realistic and can be followed on a consistent basis (i.e. studying after going to the gym)
- Find the value (or reward) in creating this new routine (i.e. feeling less stressed, going out with friends, etc.)

PLANNING AHEAD

- Use the semester calendar to remember important dates such as tests, quizzes, essays, projects, etc.

Kortschak Center for
Learning and Creativity



Spring 2020

WEEK	SUN	MON	TUES	WED	THURS	FRI	SAT
1	JANUARY 12	13 Classes Begin	14	15	16	17	18
2	19	20 MLK Holiday	21	22	23	24	25 Lunar New Year
3	26	27 Career Fair Week	28	29	30	31 Add & Grade Change Deadline	FEBRUARY 1
4	2 Super Bowl Sunday	3	4	5	6	7	8
5	9 Oscars	10	11	12	13	14 Valentine's Day	15
6	16	17 President's Day Holiday	18	19	20	21	22
7	23	24	25 Mardi Gras	26 Ash Wednesday	27	28 Drop Deadline	29 Leap Day
8	MARCH 1	2 FASFA Priority Deadline	3	4	5	6	7
9	8 Daylight Savings	9	10 Paris / Hall	11	12	13	14
10	15 Spring Recess	16	17 St. Patrick's Day	18	19	20	21
11	22 End of Spring Recess	23	24	25	26	27	28
12	29	30	31	APRIL 1	2	3	4
13	5 Palm Sunday	6	7	8 Passover Begins	9	10 Good Friday Drop w/ W	11
14	12 Easter Sunday	13	14	15 Tax Day	16 Passover Ends	17	18 Festival of Weeks
15	19 Festival of Weeks	20	21	22	23 Ramadan Begins	24	25
16	26	27	28	29	30	MAY 1 Classes End	2 Study Days
17	3 Study Days	4 Study Days	5 Study Days	6 Finals Begin	7	8	9
18	10 Mother's Day	11	12	13 Finals End	14	15 Commencement	16 Armed Forces Day

HOW TO CREATE A WEEKLY STUDY PLAN

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Econ 101							
History 217							
Writing 150							
Math 200							

- Write the days of the week across the top row
- Write classes and extracurricular activities along the first column

STUDY PLAN EXAMPLE

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Econ 101	Complete Problems #1-5	Complete Problems #6-10	Homework Due				
History 217		Read p. 10-20	Read p. 21-30				
Writing 150	Find research topic		Create thesis	Research/Find at least 5 sources	Outline Paper	Write 1-2 pages	Write 1-2 pages
Math 200	Complete ½ of study guide	Complete last ½ of study guide	Review Study Guide	Review Study Guide w/ study group	Quiz Today!		

STUDY PLAN EXAMPLE

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Econ 101	Complete Problems #1-5	Complete Problems #6-10	Homework Due				
History 217		Read p. 10-20			Read p. 21-30		
Writing 150	Find research topic			Create Thesis & Research/Find at least 5 sources	Outline Paper	Write 1-2 pages	Write 1-2 pages
Math 200	Complete ½ of study guide	Complete last ½ of study guide		Review Study Guide w/ study group	Quiz Today		

- Check action plan daily and adjust tasks to fit schedule

STUDY PLAN EXAMPLE

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Econ 101	Complete Problems #1-5	Complete Problems #6-10	Homework Due				
History 217		Read p. 10-20			Read p. 21-30		
Writing 150	Find research topic			Create Thesis & Research/Find at least 5 sources	Outline Paper	Write 1-2 pages	Write 1-2 pages
Math 200	Complete $\frac{1}{2}$ of study guide	Complete last $\frac{1}{2}$ of study guide		Review Study Guide w/ study group	Quiz Today		

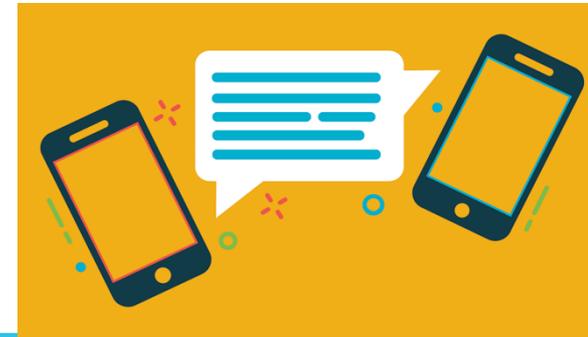
- Cross off tasks as you complete them to gage productivity and stay on track

MANAGING DISTRACTIONS

Students who felt they had more control over their time, reported greater evaluations on their performance as well as work and life satisfaction.

Common Distractors

- Not eating or drinking enough water
- Exhaustion/Not getting enough sleep
- Phones and laptops
- Social media, texting, etc.
- Loud environments





MANAGING DISTRACTIONS

Tips to limiting distractions:

- Putting phones and laptops on “Do Not Disturb” while doing work
- Using headphones and earplugs in noisy spaces
- Finding spaces on and off campus that are quiet/calm
- Bringing snacks and water
- Printing out material/using hard copies
- Implementing timed and intentional study breaks

REFERENCES

Duhigg, C. (2012). *The power of habit: Why we do what we do in life and business*. Random House.

Macan, T. H., Shahani, C., Dipboye, R. L., & Phillips, A. P. (1990). *College students' time management: Correlations with academic performance and stress*. *Journal of educational psychology*, 82(4), 760.