



Study skills checklist

Whilst you study at school, TAFE or university, there are tips to help you attain study success.

Use the checklist to find out how well you study. In areas where you study well, congratulate yourself. Where you need to improve, take the time to learn effective study skills. You may prefer to speak with a career counsellor at school, TAFE or university, or contact Crown Coaching and Training to support you.

Theme	Topic	Yes/No
Goals	I have clear <i>study</i> goals. I set clearly defined weekly study goals.	
	I have a clear <i>career</i> goal that I am aiming to achieve.	
Study times	I study at my peak time: morning, afternoon or evening	
	I schedule breaks during my study period. This includes short and meal breaks, study free nights and weekends.	
Study area	I have a place where I am able to study. It is comfortable, has minimal distraction and has good light.	
Study planner	I have a study planner that I use to plan my studies. This includes my: computer, Ipad, diary, wall planner.	
Learning styles	I know my learning style to apply effective learning strategies: <ul style="list-style-type: none"> • Right brain, left brain • Visual, audio or kinaesthetic • Big picture, small picture 	
Study attendance	I regularly attend classes.	
	When I am unable to attend I catch up on missed work.	

Distraction	I minimise my study distractions during classes and in independent study.	
	I am self aware to stay motivated and recognise when I procrastinate.	
Participate	I participate in class discussions, and let the teacher/tutor know when I do not understand a topic.	
	I complete the required reading on the topic, and complete assigned exercises.	
Study patterns	I am able to study in a small group to complete group assignments or go over the content.	
Topic review	I review my class notes to go over the content, and revise my notes to add headings, sub headings and colour.	
	I give myself enough time to write an assignment.	
Answering an assignment or exam question	I am able to analyse the requirements of an assignment question into the various parts, and answer each part.	
Academic essay writing	When writing an academic essay, I apply <i>all</i> the stages of writing: <ul style="list-style-type: none"> • Plan • Research • Structure • Write • Edit • Present – including visual aids where appropriate 	
	To write a quality essay, I am able to: <ul style="list-style-type: none"> • Understand the assignment task • Select the most relevant material to refer to in the essay • Construct and support an effective argument • Argue a well supported conclusion 	

	<p>I understand the structure of an essay and am able to apply <i>each</i> part of an essay effectively:</p> <ul style="list-style-type: none"> • Introduction • Content – body of information • Conclusion 	
Reference information	<p>I am able to reference sources of material correctly. This includes:</p> <ul style="list-style-type: none"> • Style guide • Endnote/footnote • Bibliography 	
	I use quotations effectively in the text, and include page numbers.	
	I do not plagiarise material.	
Exam preparation	I leave sufficient time to study for an exam.	
	I find ways to self-test during my test review instead of just reading over the information.	
Exam	I plan my exam writing based on the amount of time and the value of individual questions.	
	I go over my returned exams to learn about the type of mistakes that I made.	
Maintain my health	I look after my health by: sufficient sleep, good eating habits, minimise alcohol, exercise and maintain my relationships.	
	I am able to manage my study stress before exams or student presentations.	
Work/study balance	<p>I am able to manage my study time with:</p> <ul style="list-style-type: none"> • Work, study and social life • Balance of units 	
	During peak study times, I negotiate less work time.	



Results

If you mark **yes**, continue with the study practice. It is a useful technique.

If you answer **no**, think about what you can do to improve in this area. If you would like assistance, contact your teacher/tutor or Crown Coaching and Training.

Leah Shmerling is the Director and Principal Consultant of Crown Coaching and Training, and is a Certified Retirement Coach. She has over 30 years experience in career development, life coaching, education and training. Leah holds a Master in Professional Education and Training, Graduate Diploma in Career Development, a number of Diploma qualifications in Vocational Educational Training, and Certificates in Life Coaching, Mediation Skills, and Psychodrama.

Leah is a **professional member** of the Career Development Association Australia (CDAA). Leah is a **professional member** of Australian Career Professionals International (ACPi-Aus). She has international accreditation and is **Board Certified as a Career Management Fellow** with the Institute of Career Certification.

leahshmerling@crowncoaching.com.au

www.crowncoaching.com.au