

Study Checklist

A study checklist for running one focused, effective study session from start to finish.

Set up your space

- Choose a quiet, well-lit spot with room to spread out.
- Clear the desk of clutter and unrelated items.
- Put your phone on silent or in another room.
- Gather notes, textbook, pens and water before you start.
- Close unused tabs and apps on your laptop.

Set goals for the session

- Decide which subject or topic this session will cover.
- Write one or two specific goals you can finish today.
- Estimate how long each goal should take.
Be realistic so you can actually complete it.
- Note where you left off last time.
- Set a timer for your first focus block.

Study actively

- Read a section, then close the book and recall the key points.
- Turn notes into questions and quiz yourself out loud.
- Work through practice problems before checking answers.
- Explain the idea in your own words as if teaching it.
- Make flashcards for facts and terms you keep missing.
- Summarize each topic in a few bullet points from memory.

Use spaced practice

- Mix in quick review of material from earlier sessions.
- Interleave related topics instead of one block at a time.
- Schedule the next review of today's material in a day or two.
- Revisit flashcards on a spaced schedule, not all at once.
- Flag weak areas to study again sooner.

Take effective breaks

- Take a 5 to 10 minute break after each focus block.
- Stand up, stretch or walk away from the screen.
- Avoid starting anything hard to stop, like social media.
- Drink water and have a light snack if needed.
- Return on time when the break ends.

Review and wrap up

- Check off the goals you completed this session.
- Recall the main things you learned without looking.
- Note any questions or gaps to ask about or revisit.
- Write down where to start next time.

Tidy your space so it is ready for the next session.