10

Student	Date				
Circle one of the numbers to the right of each study skill list	ted to indicate how	often	you do	each o	ne.
Rating scale: 1-Never; 2-Almost never; 3-Sometimes					
CLASSROOM-RELATED SKILLS					
Arrive at class on time	1	2	3	4	5
Come to class prepared with materials needed	1	2	3	4	5
Come to class with work due	1	2	3	4	5
Pay attention during class	1	2	3	4	5
Show self-control	1	2	3	4	5
Seek extra help when needed	1	2	3	4	5
Follow directions	1	2	3	4	5
Participate in class activities	1	2	3	4	5
Work well in small groups	1	2	3	4	5
Work well independently	1	2	3	4	5
Use time well	1	2	3	4	5
Take your time going through work	1	2	3	4	5
Prepare written work carefully	1	2	3	4	5
Complete classwork on time	1	2	3	4	5
Write down assignments	1	2	3	4	5
Complete homework on time	1	2	3	4	5
Make up absentee work	1	2	3	4	5
HOME-RELATED SKILLS					
Work in a place as quiet as possible	1	2	3	4	5
Study in a comfortable place	1	2	3	4	5
Avoid distractions	1	2	3	4	5
Study at a regular time each day	1	2	3	4	5
Start work early enough	1	2	3	4	5
Plan the order of studying	1	2	3	4	5
Allow a certain amount of time per subject	1	2	3	4	5
Get all needed materials in a timely way	1	2	3	4	5
Get to work immediately	1	2	3	4	5
Stick even to the most difficult assignments	1	2	3	4	5
Use a dictionary for unfamiliar words	1	2	3	4	5
Make notes on important points	1	2	3	4	5
Summarize what is read	1	2	3	4	5
Work until the subject is mastered	1	2	3	4	5
Check over your own work	1	2	3	4	5
Prepare thoroughly for tests	1	2	3	4	5
Relax briefly between subjects	1	2	3	4	5
Do something enjoyable when finished	1	2	3	4	5

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Worksheet 4.4		Study Skills Planner
Student		Date
STUDY SKILL YOU PLAN TO II	MPROVE	
1		
2		
3		
WHAT WILL YOU DO TO TRY		
1		
2		
3		
How well did your plan go? /(Circle the best answer for eac	h step.)
1. Very well	OK but still more to go	Not well
2. Very well	OK but still more to go	Not well
3. Very well	OK but still more to go	Not well
Take a new planning sheet and li some and add some, or keep all y		
Your signature		
Your study partner's signature		V
Group leader's signature		

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