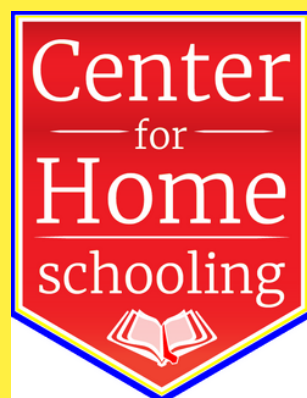


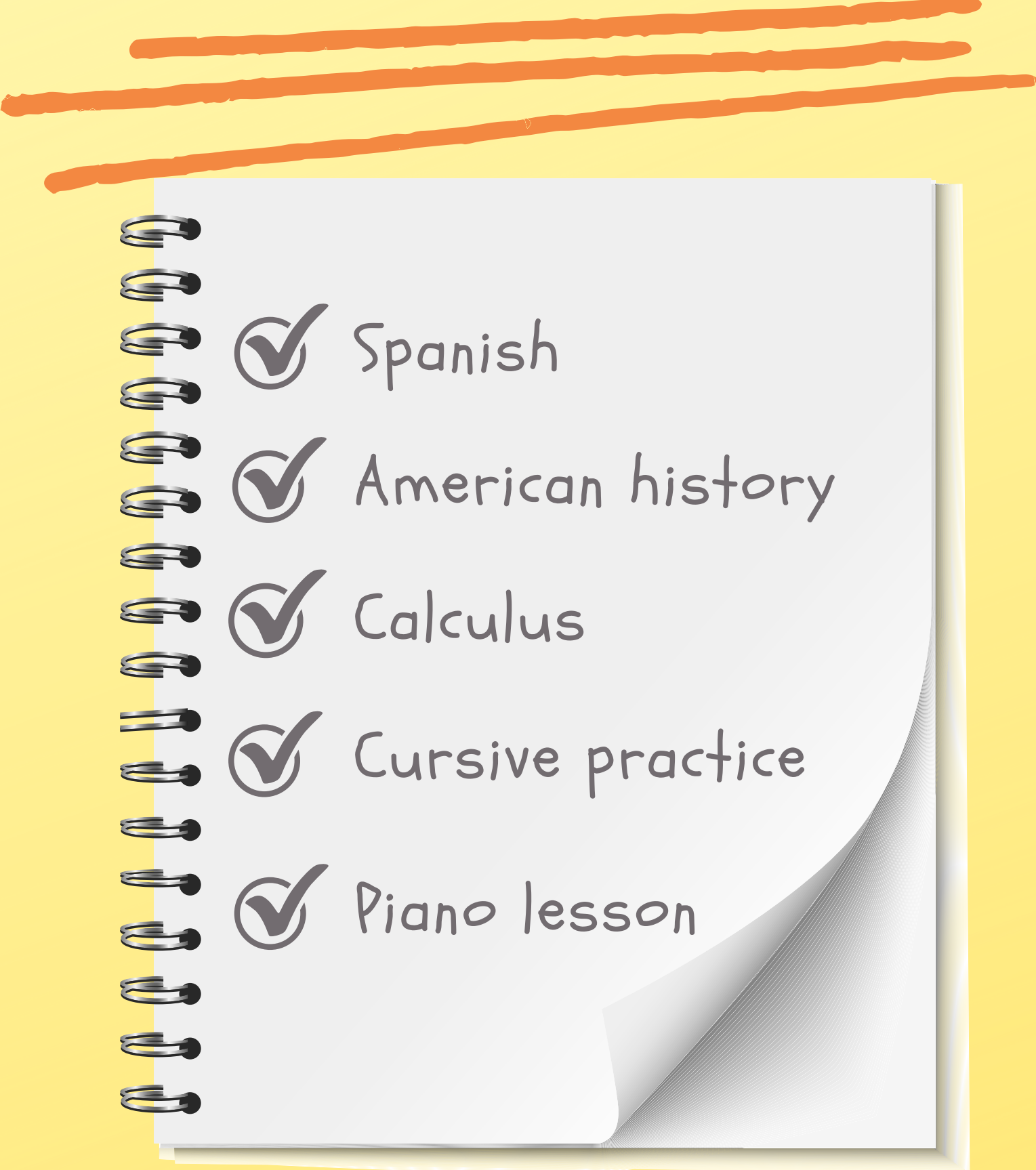
One Thing to Improve Your Study Planning



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What is Wrong with This Study List?

- 
- ✓ Spanish
 - ✓ American history
 - ✓ Calculus
 - ✓ Cursive practice
 - ✓ Piano lesson

Because

**It doesn't
describe the
action you
will take**



Better Examples



START WITH THIS:

Spanish

American history

Calculus

Cursive practice

Piano lesson

TURN IT INTO AN ACTION:

Use flashcards for verb conjugations

Memorize names of the first 15 presidents

Watch video lesson on derivatives

Fill out the practice sheet 3 times for each letter

Practice Rachmaninoff Concerto #2

**It's not a good
plan if you
haven't thought
about the
details of how
you intend to
learn**





"If you haven't identified the next physical action required to kick start it, there will be a psychological gap every time you think about it."

- David Allen author of
Getting Things Done

Key Points



- ✓ You must think about "how" you will study
- ✓ Your plan includes the strategies and methods you intend to use
- ✓ List the first step to help you get started
- ✓ Describe the actions you will take not the topic