

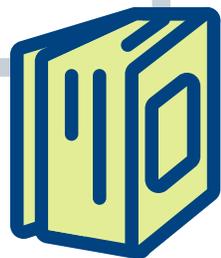
Setting up your study space

Try to avoid TVs and computer screens. Sometimes you need to use a computer, which is fine, but make sure your computer doesn't take up all of your space. When you're not using it, do something like put the keyboard away.

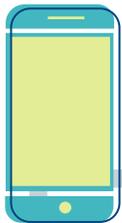
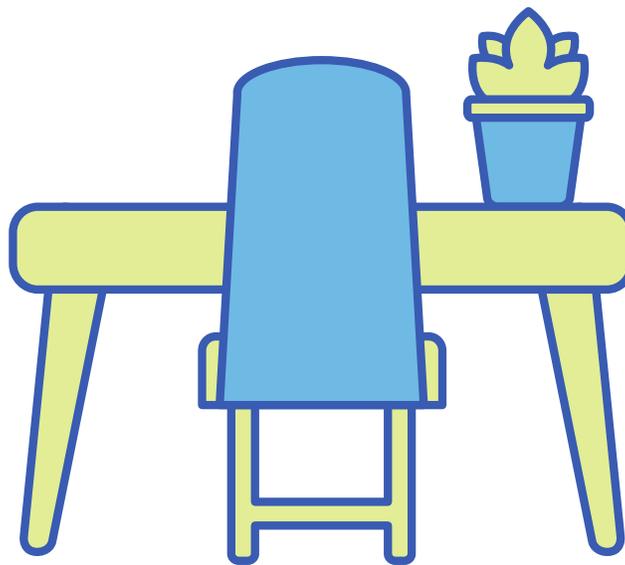


Avoid screens

Have all of the books and worksheets you need on your desk, and keep things neat. Only have out what you need - you don't need a bunch of brightly colored pens and 5 notebooks - just what you need to get done.



Take your books



No phones

Turn it off and get rid of it. Give it to someone you trust. No listening to music, and no 5-minute phone breaks. These things only distract you, and it's not worth it.



Have a drink

Have water with you. Avoid sodas and energy drinks - you want to be eating and drinking healthily. Having a big soda or a bag of chips will take up space and make you more likely to stop studying to get refills...

Big Questions

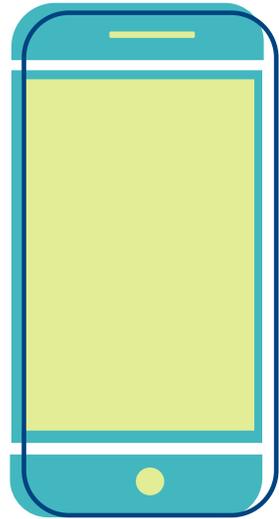


Where do I start?

If you have a tutor, speak with them. Otherwise, it's best to **revise**. This means **look over** what you've **already learned**. Make sure you start simple - often times, people will try and tackle something too complex when they're studying, and give up. It's okay to go back to something you think might be 'too simple'. You'll probably find it just right.

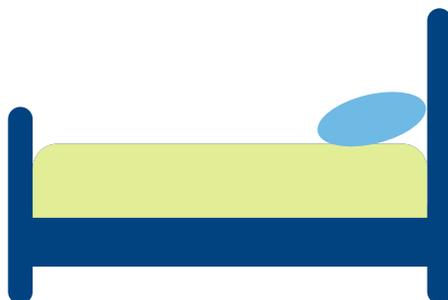
Really? No phones?

Phones (and apps) are products **designed** to keep you using them. When you're studying, you're looking to spend 20-30 minutes practicing a skill or revising a topic. **You don't need your phone**. Just like with beds (below), we associate phones with any number of things - games, surfing the web, socializing - not studying. Using your phone, even during a 5-minute break, takes you out of study-mode and puts you into phone-mode. It makes it harder to focus again.



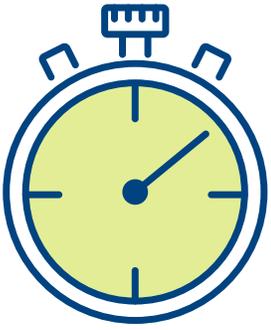
Can I study on my bed?

It may sound strange, but plenty of people like to sit on their bed to study, or play games, or have lunch. It kind of makes sense - beds are like big, comfy couches. **Don't study on your bed**.



Beds are for sleeping. The more time you spend on your bed during the day, the more your brain associates bedtime with being awake. This makes it harder for you to sleep - you're so used to doing other things! Study **away** from your bed (and bedroom, if you can).

Where to go, what to do



The Golden Rule is to study little and often. Set aside 20 - 30 minutes each day for studying, with one day a week where you study for an hour or two.

Studying is like exercising. Many people don't like the idea of doing it, but you feel much better once you get started. Think of a study session like a short workout - you make sure you're dressed properly, in the right state of mind and have everything you need.



No one plans to exercise at 11pm at night, then go straight to bed- give yourself as much time as you need to study.

www.litcenter.org

On The Literacy Center website you will find the 'Student Resources' tab on the menu. On there you will find links to all sorts of websites that can help you with HSE work. .

Your TASC Book

You should also have a TASC textbook. You know yourself best - what is it you need to study? What do you find difficult?

The best thing to study when you're by yourself is **something you've studied before**. This is called **revision**. By revising topics you're more familiar with, you will be much more confident with them.

Myth

I don't understand what I'm studying. I can skip it because I need a teacher to explain it to me.

I don't need to study. It's boring and I'm too busy.

I don't have to study every day. I'll just study for a few hours once a week.

I can trust myself with my phone. I'll only use it when I need to. I'll listen to music quietly.

I'll just watch videos that explain things. I don't need to use a book or do any questions.

Fact

If you get stuck, email or text The Literacy Center, your tutor, or talk to someone. If you are completely by yourself, go back to a simpler topic. Do not skip forward.

You need to study. It's as simple as that.

This will not work. You may get into the habit of pushing off your studying and not get anything done. Study for 20-30 minutes each day.

No phones. You will get distracted. You need to work in a quiet place. Music, no matter how quiet, will distract you. You also need to get used to silence for your exam.

If you'd like to watch an instructional video, watch one on an educational website (check litcenter.org). Try to stay away from surfing sites like YouTube - it's very easy to get distracted.

Study Timetables

1 Figure out what you need to study - not just subjects (English, Science), but what **specifically** you need to know. Don't just tell yourself you'll study Math. What specifically? Addition? Fractions? Decimals? Make a list of what you want to know in each subject. You'll use this in step 3.

Decide what time will be best to study each day. Don't think too much about when you're working or doing something important - just figure out when you have half an hour or so to yourself each day.

2

3 Physically create a timetable - on each day, what subject will you study? Write that down. Here's an example:

	Monday	Tuesday
8:00am	Wake up/ breakfast	Wake up/ breakfast
9:00am	Social Studies	Math

This means on Monday, I'll wake up, have breakfast, and study Social Studies. I'm a morning person and work a night shift, so I want to study in the morning. On Tuesday at 9, I'll sit down and look at my list of topics I want to study in Math... and get started.

Finally, put your timetable somewhere people can see, like on a fridge.

**Students with The Literacy Center can request help
by contacting us using the following methods:**

Call us: (812) 429-1222

Text us: (812) 250- 8724

Email us: admin@litcenter.org

**The Literacy Center
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**Right next to Ivy Tech
Community College**



The Literacy Center is a 501(c)(3) non-profit organization based in Evansville, Indiana, dedicated to improving adult literacy and education, thereby strengthening our community.