

## Part IV: Simple Productivity

*“You can't manage your time. So what can you do? Manage yourself! Nothing separates successful people from unsuccessful people more than how they use their time.”*  
 -John C. Maxwell

What most People Think About Study Skills:

## 3 Elements of Simple Productivity

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

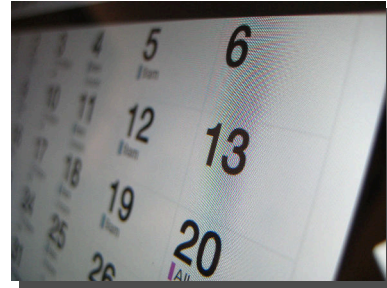
### # 1 - \_\_\_\_\_

Three Things that Regulate your Energy:

a) \_\_\_\_\_ b) \_\_\_\_\_ c) \_\_\_\_\_



# 2 - \_\_\_\_\_



**The Tools:** \_\_\_\_\_

The right tool is the one \_\_\_\_\_

**The Time:**

**168 Hours**

Sleep: \_\_\_\_\_ x 7 = \_\_\_\_\_

Work: \_\_\_\_\_ = \_\_\_\_\_

School: \_\_\_\_\_ x 5 = \_\_\_\_\_

Meals: \_\_\_\_\_ x 7 = \_\_\_\_\_

Extracurricular: \_\_\_\_\_ = \_\_\_\_\_

TOTAL = \_\_\_\_\_

*“Procrastinators who say, ‘There’s always tomorrow!’ deny the reality that one day, they will be wrong.”*

*-Stephen R. Covey*

168 – Total = Free Time + Study Time

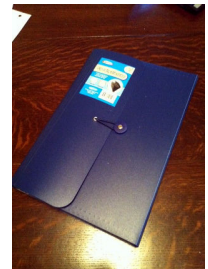
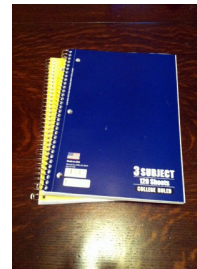
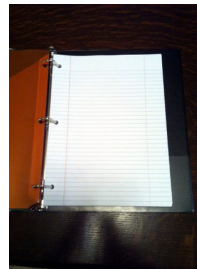
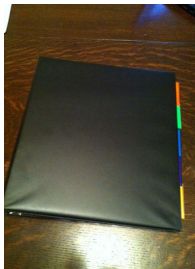
**Helpful tip:** use a “study sandwich” for those weeks when you are struggling to get or stay motivated  
**Use things you want to do as motivation for the things you need to do**

My Free Time + Study Time = \_\_\_\_\_ Hours Per Week

**The Tasks:**

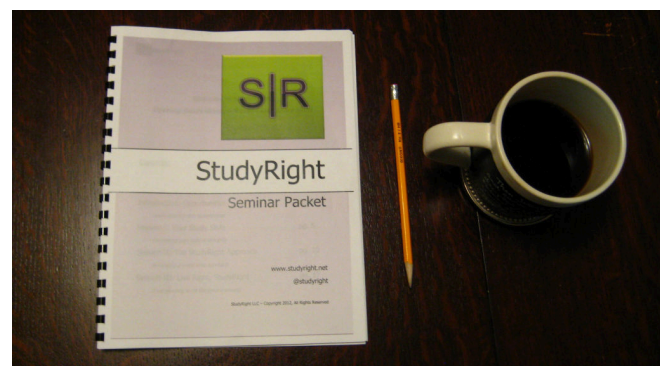
# 3 - \_\_\_\_\_

StudyRight's Student Organization System:



**Study Right Take-away:**

An important part of becoming an effective student and simplifying your study skills is learning how to live productively. If you have loads of long-term motivation, you understand ideas, and have great study sessions, you'll derail if you can't apply the skills in real life. Effective students invest themselves to become extremely productive.



## Appendix: Tasks

*Applying StudyRight principles will improve almost any study session, but sometimes you also need to know how to do specific tasks.*

### Writing a Paper

Clarity is Key! \_\_\_\_\_

\_\_\_\_\_

### Research Paper

Folders: \_\_\_\_\_ Note Cards: \_\_\_\_\_



### Test Prep and Taking Strategies

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Being in Class

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## *StudyRight Action Plan:*

*We want you to be able to leave with a plan. No matter how incredible (or abysmal) your study skills may be, by simplifying your approach with simple, small steps, you can make a significant, long-term change. We've all got room for improvement.*

1) My long-term motivation is \_\_\_\_\_

2) I will focus on understanding 2 things in every class period:

\_\_\_\_\_

3) I will improve my study sessions by improving each of these areas

FOCUSED: \_\_\_\_\_

\_\_\_\_\_

ACTIVE: \_\_\_\_\_

\_\_\_\_\_

CONNECTED: \_\_\_\_\_

\_\_\_\_\_

4) I plan on adjusting my productivity in the following ways:

Energy: \_\_\_\_\_

Results: \_\_\_\_\_

Organization: \_\_\_\_\_

*My biggest take-away from StudyRight:*