

# 10 STUDY HABITS FOR **PRODUCTIVITY & SUCCESS**

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# Organization

An organized environment nurtures more organized thought processing. Organized thoughts lead to better planning, time management, & decision-making.



## Tip 01

Use your student planner and a calendar to track events & assignments (e.g., [Canvas calendar tutorial](#), [Google Calendar tutorials](#)).

## Tip 02

Create a daily or weekly to-do list sorted by level of importance. You can view assignment deadlines on your Canvas calendar to help you stay on track.

## Tip 03

Utilize office supplies for filing papers and a cloud-based application for organizing digital files that you can access from anywhere (e.g., [Google Drive](#)).



# Tip 01

Address your most important & time sensitive tasks first.

# Tip 02

Tackle at least one small task or assignment a day for a sense of daily accomplishment & fulfillment.

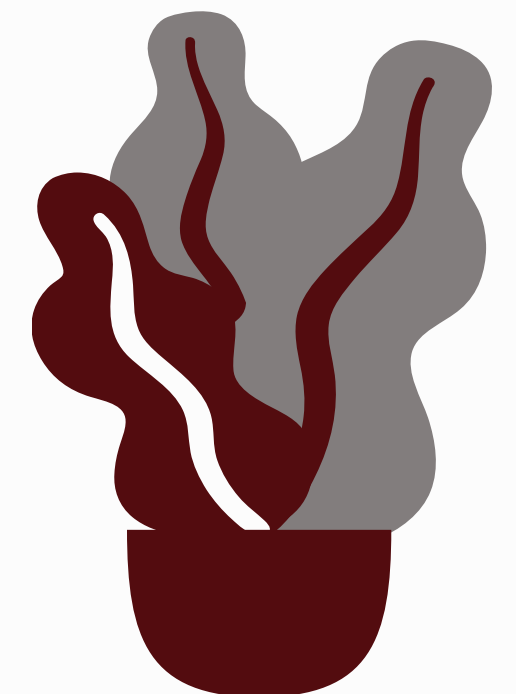
# Tip 03

A routine sleep and eat schedule is crucial for training & preparing your body for productivity. Create a schedule that is realistic for you.



# Task-Management

Some tasks require more concentration than others and can be completed faster with more focus.





# Time-Management

It's an art form of deciding when to multitask and when to divide your tasks but not your attention. Divided attention can negatively impact memory and learning.

- Break down large assignments into smaller tasks/goals with personal deadlines.
- Reassign deadlines two or more days before their actual due date. Give yourself an extension if necessary.

# Study Groups

Our peers can be our best motivators; they offer fresh, new perspectives and guidance for navigating similar terrain!

Study groups help members remain accountable for their work by checking one other's progress.

Peer-review groups can greatly improve your editorial and writing skills. Peer reviewing one another's work can train you how to write more clear and concise for your audience.

[Canvas Groups tutorial](#)



# Note-Taking

Good note-taking helps you process and organize new information. Good notes save you time and effort when reviewing your materials and writing assignments.



Bonus Tip: Mendeley is a great reference manager software for organizing and citing academic articles and periodicals, and it is compatible with Microsoft Word. [Mendeley tutorial](#)

## Tip 01

Read, process, then write a short summary of what you learned from the readings or lecture.

## Tip 02

Note page number(s); points of view (POV); questions at issue (QAI); and any underlying themes, messages, or arguments.

## Tip 03

Use colorful post-it notes, highlighters, or pens to color-code and categorize your comments. Download PDF viewer and other apps to digitally annotate as well.

# Inquiry

Asking questions is a necessary process of learning. Ask questions to gain clarity and perspective from others.

Dialogue with your teachers and cohorts will strengthen your ability to articulate & express your ideas more effectively.

"It is better to debate a question without settling it than to settle a question without debating it."

-Joseph Joubert, 1896



College is a place for learning: "Do not fear making mistakes in life, fear only not correcting them." - Master Cheng Yen

"Believe what you like, but don't believe everything you read without questioning it."

- Pauline Baynes

"Objectivity is the wrong word. Rather, it's fairness. Objectivity is a false God. Instead, we should strive for fairness and transparency."

- Ken Auletta

"Education is not the learning of facts, but the training of the mind to think."

- Albert Einstein

"The function of education is to teach one to think intensively and to think critically. Intelligence plus character - that is the goal of true education."

- Martin Luther King, Jr.



# Reflexivity & Critical Thinking

Leads to thought-provoking  
inquiry & dialogue & more  
sustainable resolutions.

Who? What? Where? When? Who? Whom? Why? How?



# Support Network

Building a support network is vital to success.  
Reach out to faculty and staff with questions or concerns.  
Do not be afraid to ask questions.

Join **Monday Mindfulness** weekly meetings to start your week off on a positive note with open and friendly discussion among your college peers.  
Check your Google Calendar for the meeting link.

Follow [RLNC Extension Program](#) Facebook page for event updates and Monday Mindfulness group discussion.





# Reading & Writing



Bonus Tip: Notes and bibliographies are a fantastic resource for discovering more literature on a research topic.

## Tip 01

Empower yourself through knowledge!

Read and write at least 30 minutes a day to exercise both of these skills.

## Tip 02

Read with purpose and questions in mind. Analyze the literature before you begin reading. Browse the table of contents, chapters, subheadings, any highlighted terms, charts or tables, and other structural elements.

## Tip 03

Keep organized with reading charts and essay outlines.



# Deep-Breathing

Taking a break from a task can help you gain more clarity when you return to it. Decompress by practicing deep-breathing & other mindfulness activities.

Create boundaries between study and family spaces so that you can step outside the space when you need to clear your mind.

Slow. Down.  
Just. Breathe.



# Red Lake Nation College

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Extension Program & Counseling Services

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