**S.M.A.R.T. T.I.P.S.**

Taken from The University of Chicago’s Student Health and Counseling Services page (<http://wellness.uchicago.edu/page/smart-tips)>.

**S = Specific**

Vague: "Read Kant for two hours." (Any goal exceeding 1.5 hours of study should be broken into smaller goals.)

Specific: "Read 4 pages of Kant in an hour and prepare a thought for class"

**M = Measurable**

Not Measurable: "Study for Chemistry Exam for 8 hours."

Measurable: "Work problems from 5 chapters for 45 minutes each."

(Short, measurable goals will help you stay on track.)

**A = Attainable**

Not Attainable: "Study 40 hours every week outside class."

Attainable: "Study 20 hours every week outside class and save my extra energy for final's week."

**R = Realistic**

Unrealistic: "Get Straight A's this quarter." (You cannot control everything that will affect your grade.)

Realistic: "Go to all classes. Study 3 hours per day."

**T = Timely**

Not Timely: "I'll start my paper tomorrow..."

Timely: "Today, I can read the essay questions and pick my topic."

**T = Take a Break!**

Continue your previous hobbies and interests, even if the time spent on them needs to be reduced.

Take regular breaks. Study for only 45 - 90 minute intervals. And, study for only 3 hours per day in a normal week.

**I = Invigorate Yourself!**

Continue to exercise and socialize.

Study with a group or meet a friend to study.

Treat yourself to breakfast before your Sunday study session.

**P = Plan Your Study Space!**

Study in a space that works for you. If you are distracted or unproductive studying at home or in the library, go to a coffee shop, for instance.

**S = Set Your Priorities!**

Set your priorities every week, and then re-examine your priorities every day.

Work on high priority work first.

**Make tough decisions and stick by them.**

Are you researching your paper endlessly? Start writing instead and find out in that way whether more research is required.

Does a problem set need to be done tomorrow? Take a rain check on that coffee date and study with your friend instead.