

Study Skills Checklist

This practical checklist helps students build the study habits they need for academic success, step by step



DAILY STUDY HABITS	ALMOST ALWAYS	JUST SOMETIMES	ALMOST NEVER
I set a specific time each day to study.			
I review class notes within 24 hours of each lesson.			
I take breaks to maintain my concentration (but resist reaching for the phone to avoid getting distracted).			
I use active recall instead of re-reading endlessly.			
I keep all my materials organised (binders, folders, digital notes)			
ORGANISATION & TIME MANAGEMENT	ALMOST ALWAYS	JUST SOMETIMES	ALMOST NEVER
I use a planner to map deadlines, upcoming tests and homework.			
I break assignments into smaller tasks or chunks of work and set deadlines for these.			
I schedule study sessions in advance instead of hoping to have time.			
I prioritise tasks to focus on necessity & urgency, not starting with the easiest or favourite tasks first.			
I avoid multitasking and focus on one subject at a time.			

STUDY ENVIRONMENT CHECKLIST	ALMOST ALWAYS	JUST SOMETIMES	ALMOST NEVER
My workspace is tidy and distraction-free.			
My phone is off or in another room so I can be fully effective.			
I have good lighting and comfortable seating away from distractions.			
My study space has all necessary materials (chargers, pens, paper, bottle of water).			
I use noise-cancelling headphones or soft background music if needed.			

EFFECTIVE STUDY TECHNIQUES	ALMOST ALWAYS	JUST SOMETIMES	ALMOST NEVER
I use active recall (flashcards, practice questions, quizzes, Kahoots) and self-test regularly.			
I use spaced repetition (revising topics over weeks/months).			
I summarise information in my own words (can be spoken or written).			
I ask for help early when something is unclear.			
I teach concepts to someone else (your parent, a friend or even your pet or a pot plant!)			

MOTIVATION AND MINDSET	ALMOST ALWAYS	JUST SOMETIMES	ALMOST NEVER
I set weekly and monthly goals.			
I avoid negative self-talk and track my improvements.			
I enlist family and friends to help motivate me and keep me accountable to stay focused on my goals.			
I reward progress with small breaks or treats.			
I remind myself of long-term goals (university, subject interests).			

EXAM PREPARATION CHECKLIST	ALMOST ALWAYS	JUST SOMETIMES	ALMOST NEVER
I have a revision timetable that starts weeks/months before exams.			
I practise using official past papers under timed conditions.			
I review mark schemes to understand exam expectations and mark my own papers..			
I know the structure and timing of each paper.			
I use the “traffic light system” to identify weak areas, leaving my strongest areas to revise at the end.			

SUBJECT-SPECIFIC SKILLS	ALMOST ALWAYS	JUST SOMETIMES	ALMOST NEVER
I know which subjects require memorisation vs. problem-solving.			
I have a note-taking method that suits each subject and my style of learning.			
I understand the command terms (Define, Analyse, Evaluate, Compare...etc).			
I know the common mistakes made in my subjects.			
I self-test regularly to check I am learning effectively.			

WELLBEING & STRESS MANAGEMENT	ALMOST ALWAYS	JUST SOMETIMES	ALMOST NEVER
I get at least 7–8 hours of sleep.			
I take short breaks every hour.			
I eat regularly and drink enough water.			
I use healthy stress techniques (breathing, stretching, quick walks).			
I step away from my desk when overwhelmed.			

I ASK FOR HELP IF THE FOLLOWING HAPPENS:	ALMOST ALWAYS	JUST SOMETIMES	ALMOST NEVER
I'm falling behind on a subject.			
I'm not sure how to revise effectively.			
I don't understand feedback from teachers.			
My grades don't reflect the effort I'm putting in.			
I need clarity on exam techniques.			

SCORING KEY:

Almost always = 3 | Just sometimes = 2 | Almost never = 1

WHAT YOUR SCORE MEANS

- **110–135 points:** Well done, you have strong study skills in place! You know yourself and how best you learn. Keep up the good work to maintain these good habits and routines even when under pressure and take note of what you can still do to improve.
- **70 - 109 points:** You have some solid habits in place, giving you a foundation from which to continue applying and practising new skills. Consider some targeted support in the areas you most need developing to give ideas, motivation and keep you accountable.
- **Below 70 points:** You haven't yet developed a set of study skills you use consistently and effectively. You should consider targeted support as a priority to unleash your full academic potential as well as take care of your wellbeing during what can be a stressful time.

NOTES:

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