

# 30 Habits for Academic Success

Habits are actions, because we have done them so often, we now do them without thinking. They are shortcuts our brain makes. But habits can be learned and changed with deliberate practice.

Below are habits that can lead to academic success. Do not try to implement them all at once. Pick a habit, try it, reward yourself in some small way, do it again the next day, reward yourself in some small way; do that for 21 days. After 21 days, send me an email and let me know how it went.

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- I **attend** my scheduled appointments.
- I have a consistent daily work **schedule**.
- I maintain a **master to-do list** that identifies all activities that I need to complete.
- I create a weekly **calendar** to plan which assignments I will work on each day.
- I work at a dedicated **workspace** (that is free of distractions)
- I **divide up** the assigned work so I am working on assignments from each subject area every day. (Not cramming all assignments into a couple of days.)
- I work deeply (focused) for **predetermined periods of time** (example: 60 minutes and if 60 minutes is too long, start with 20 minutes) and then reward myself.
- I **monotask**; when I am working I am focused on my assignment and not multitasking (engaging with social media, watching TV, switching back and forth between assignments or engaging in other activities that require some of your attention).
- I **complete** and submit all of my assignment on-time.
- I **monitor** my progress.
- I regularly **check** for missing assignments.
- I **revise** (redo) assignments to improve my grade.
- I contact my teacher to ask **clarifying** questions if I do not understand how to complete an assignment.
- I **ask** my classmates or parents for help when I am struggling with an assignment or question.
- I discuss with my teacher strategies to **improve** my performance.
- I take **pride** in my work and review my complete work to ensure completeness and accuracy before I submit the assignment.
- I **persevere** when my assignments are difficult.
- I **switch to a different task** or get some physical exercise when an assignment is frustrating.
- I set short term and long term **goals** and consistently monitor my progress.
- I get at least eight (8) hours of **sleep** a night.
- I engage in daily and consistent vigorous **exercise**.
- I eat a **healthy**, balanced diet.
- I believe I can improve (**growth mindset**).
- I have a place for everything and my personal belongings are organized.
- I take a few minutes in the morning to identify and plan what I need to do throughout the day.
- I have a system (phone calendar, post-it notes, etc) to remind me of the things I need to do.
- I take a few minutes to sit down and **organize myself** whenever I am feeling overwhelmed.
- I talk back to my negative internal dialogue.
- I actively seek to solve difficult problems using all the resources available to me.
- I take notes of the material I am learning.