**Helpful Study Tip**

**1. Limit Distractions**

Especially in this digital age where everything you do and see can happen at the blink of an eye, distractions can be overwhelming for anyone. Try working in a quiet area with little decor, or even closing down your internet when it isn’t necessary to have it open.

**2. Work in a Small Space Everyday**

When it comes to your work especially, keeping tasks and assignments you are working on confined to a small space can help to limit unproductive distractions.

**3. Keep Your Systems Simple**

Complex assignments with several subtasks or factors can often become overwhelming. Try breaking down your daily agenda into bite-size, manageable chunks that are simple and straightforward.

**4. Plan Ahead**

Organization and forward thinking are great skills to learn that will help you to stay focused and on the ball with your daily tasks.

**5. Train Your Brain**

There are quite a few studies that show how simple brain teasers and exercises based around organization, attention, and memory can often help train your brain to avoid distractions and be more productive. Our favorite app for this is the [Lumosity App](http://www.lumosity.com/), it is free, simple, and fun!

**6. Prioritize**

You have a lot on your plate, but that doesn’t mean all of it needs to be done at the same time or right this second. Take a step back and evaluate your tasks, find out what is most important and start from there. That way your tasks will be less daunting and you will find it easier to focus on what needs to be done.

**7. Take Time to Recharge**

A lot of students preparing for tests and exams find themselves trying to take on too much and hardly ever say ‘no’ when they should. Don’t feel guilty when you need a break from it all and a minute to recharge. Your concentration and ability to do good work will be better off from the downtime.

**8. Utilize Available Resources**

Here is a list of helpful campus resources: [DSS Online Resources List](https://www.mines.edu/disability-support-services/online-learning-resources-for-students/), [CASA tutoring](https://www.mines.edu/casa/academic-support/tutoring/), [Self-help kit](https://pub.lucidpress.com/MinesVirtualSelf-CareKit2-0/#Ojg9S1L03Pzov); [Reserve a study space at Arthur Lakes Library](https://library.mines.edu/services/rooms/); [Remote access lab computers](https://its.mines.edu/computer-labs/); [Counseling support](https://www.mines.edu/counseling-center/); [Facing challenges ->Contact CARE](https://www.mines.edu/student-life/care/); and [free and low cost assistive technology](https://www.mines.edu/disability-support-services/free-and-low-cost-assistive-technology-resources/).

**9. Testing Center**

Faculty are aware of your testing accommodations (if applicable) and can accommodate extra time virtually. The Testing Center will be available via email testingcenter@mines.edu to help you and your instructors’ problem-solve extenuating exam circumstances.

**10. Keep Your Eyes on the Prize**

You are almost there. The race is not given to the swift or the strong but to those that endure to the end. Keep the finish line in sight and celebrate yourself when you are done!