

## ASSESSMENT OF ACADEMIC WORK HABITS

Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Time Management

1. I plan a schedule of when to study.
  - Always (5 points)
  - Usually (4 points)
  - Sometimes (3 points)
  - Rarely (2 points)
  - Never (1 point)
2. I follow my study plan.
  - Always (5 points)
  - Usually (4 points)
  - Sometimes (3 points)
  - Rarely (2 points)
  - Never (1 point)
3. I use a calendar to keep track of when tests are scheduled and papers are due.
  - Always (5 points)
  - Usually (4 points)
  - Sometimes (3 points)
  - Rarely (2 points)
  - Never (1 point)
4. I plan in advance to work on long-term assignments by breaking them down into manageable parts.
  - Always (5 points)
  - Usually (4 points)
  - Sometimes (3 points)
  - Rarely (2 points)
  - Never (1 point)
5. When I have too much to do I know how to determine what work I should do 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc.
  - Always (5 points)
  - Usually (4 points)
  - Sometimes (3 points)
  - Rarely (2 points)
  - Never (1 point)
6. When planning my study schedule I take into consideration my non-academic responsibilities.
  - Always (5 points)
  - Usually (4 points)
  - Sometimes (3 points)
  - Rarely (2 points)
  - Never (1 point)

Time Management Point Totals: \_\_\_\_\_

**Concentration**

7. I study in a place with minimal distractions for me, organized with necessary materials- books, handouts, assignments, papers, pens, etc.
- Always (5 points)
  - Usually (4 points)
  - Sometimes (3 points)
  - Rarely (2 points)
  - Never (1 point)
8. I listen actively to lectures and do not think about other things.
- Always (5 points)
  - Usually (4 points)
  - Sometimes (3 points)
  - Rarely (2 points)
  - Never (1 point)
9. I can concentrate on my school work even when I have distractions outside of school- being in love, financial difficulties, relationship conflicts, etc.
- Always (5 points)
  - Usually (4 points)
  - Sometimes (3 points)
  - Rarely (2 points)
  - Never (1 point)
10. I study without the television on.
- Always (5 points)
  - Usually (4 points)
  - Sometimes (3 points)
  - Rarely (2 points)
  - Never (1 point)

Concentration Point Totals: \_\_\_\_\_

### Motivation

11. I am up-to-date in my class assignments.
- Always (5 points)
  - Usually (4 points)
  - Sometimes (3 points)
  - Rarely (2 points)
  - Never (1 point)
12. I talk to the teacher in class or during office hours when I do not understand the material or assignment.
- Always (5 points)
  - Usually (4 points)
  - Sometimes (3 points)
  - Rarely (2 points)
  - Never (1 point)
13. I feel I will be successful while I am in school.
- Always (5 points)
  - Usually (4 points)
  - Sometimes (3 points)
  - Rarely (2 points)
  - Never (1 point)
14. I feel like I have control over what happens to me in school.
- Always (5 points)
  - Usually (4 points)
  - Sometimes (3 points)
  - Rarely (2 points)
  - Never (1 point)
15. I know where to go when I have a question.
- Always (5 points)
  - Usually (4 points)
  - Sometimes (3 points)
  - Rarely (2 points)
  - Never (1 point)
16. I plan my semester schedule so I have time during the day to get my questions answered.
- Always (5 points)
  - Usually (4 points)
  - Sometimes (3 points)
  - Rarely (2 points)
  - Never (1 point)

Motivation Point Totals: \_\_\_\_\_

### Selecting Key Ideas

17. I am able to distinguish between more important and less important information during lectures.

- Always (5 points)
- Usually (4 points)
- Sometimes (3 points)
- Rarely (2 points)
- Never (1 point)

18. I look for patterns of organization in information when I am listening and reading.

- Always (5 points)
- Usually (4 points)
- Sometimes (3 points)
- Rarely (2 points)
- Never (1 point)

Selecting Key Ideas Point Totals: \_\_\_\_\_

### Notetaking

19. I take notes during classes.

- Always (5 points)
- Usually (4 points)
- Sometimes (3 points)
- Rarely (2 points)
- Never (1 point)

20. I take notes while reading text books.

- Always (5 points)
- Usually (4 points)
- Sometimes (3 points)
- Rarely (2 points)
- Never (1 point)

21. My textbook notes are understandable and useful.

- Always (5 points)
- Usually (4 points)
- Sometimes (3 points)
- Rarely (2 points)
- Never (1 point)

Notetaking Point Totals: \_\_\_\_\_

### Reading Strategies

22. I am able to identify the important ideas in my reading.
- Always (5 points)
  - Usually (4 points)
  - Sometimes (3 points)
  - Rarely (2 points)
  - Never (1 point)
23. I use the chapter headlines as a guide to identify important ideas in my reading.
- Always (5 points)
  - Usually (4 points)
  - Sometimes (3 points)
  - Rarely (2 points)
  - Never (1 point)
24. I vary my reading speed according to the type of material and purpose.
- Always (5 points)
  - Usually (4 points)
  - Sometimes (3 points)
  - Rarely (2 points)
  - Never (1 point)
25. I feel confident about my reading ability.
- Always (5 points)
  - Usually (4 points)
  - Sometimes (3 points)
  - Rarely (2 points)
  - Never (1 point)
26. I use special study aids, such as *italics* and headings that are in my text book.
- Always (5 points)
  - Usually (4 points)
  - Sometimes (3 points)
  - Rarely (2 points)
  - Never (1 point)
27. I stop periodically while reading and review what I have learned.
- Always (5 points)
  - Usually (4 points)
  - Sometimes (3 points)
  - Rarely (2 points)
  - Never (1 point)
28. When I study I can figure out what to do to learn the material.
- Always (5 points)
  - Usually (4 points)
  - Sometimes (3 points)
  - Rarely (2 points)
  - Never (1 point)

29. I try to think through a topic and decide what I am supposed to learn from it, rather than just read it over when I am studying.

- Always (5 points)
- Usually (4 points)
- Sometimes (3 points)
- Rarely (2 points)
- Never (1 point)

30. I translate what I am reading into my own words.

- Always (5 points)
- Usually (4 points)
- Sometimes (3 points)
- Rarely (2 points)
- Never (1 point)

31. I try to find relationships between what I am learning and what I already know.

- Always (5 points)
- Usually (4 points)
- Sometimes (3 points)
- Rarely (2 points)
- Never (1 point)

Reading Strategies Points Total: \_\_\_\_\_

### Exam Preparation and Exam Taking

32. I predict and answer questions that I think will be on a test.

- Always (5 points)
- Usually (4 points)
- Sometimes (3 points)
- Rarely (2 points)
- Never (1 point)

33. I keep old quizzes and notes to refer to when I study.

- Always (5 points)
- Usually (4 points)
- Sometimes (3 points)
- Rarely (2 points)
- Never (1 point)

34. I use review sheets and study questions provided by the teacher when I am studying for a test.

- Always (5 points)
- Usually (4 points)
- Sometimes (3 points)
- Rarely (2 points)
- Never (1 point)

35. I study for tests with people who are in my class.

- Always (5 points)
- Usually (4 points)
- Sometimes (3 points)
- Rarely (2 points)
- Never (1 point)

36. I understand what test questions are asking.

- Always (5 points)
- Usually (4 points)
- Sometimes (3 points)
- Rarely (2 points)
- Never (1 point)

37. Before I begin taking a test, I look over the entire test.

- Always (5 points)
- Usually (4 points)
- Sometimes (3 points)
- Rarely (2 points)
- Never (1 point)

38. Before I begin taking a test, I plan how much time I spend on each question or section.

- Always (5 points)
- Usually (4 points)
- Sometimes (3 points)
- Rarely (2 points)
- Never (1 point)

39. I make an outline of an essay exam answer before I begin writing the essay.

- Always (5 points)
- Usually (4 points)
- Sometimes (3 points)
- Rarely (2 points)
- Never (1 point)

Exam Preparation and Test Taking Points Total: \_\_\_\_\_

## Scoring Chart:

*Using your scores from each section of the Assessment, see how strong your skills are in each individual area. Based on these results, think about ways you can improve and further your study skills and strategies. For resources and information on Workshops pertaining to these areas, please consult the link on our Wikipage labeled "Resource Chart" underneath the Assessment of Academic Habits.*

Study Skill/ Strategy:	My Total Points:
Time Management	
Concentration	
Motivation	
Selecting Key Ideas	
Notetaking	
Reading Strategies	
Exam Preparation & Test Taking	

Study Skill/ Strategy	Excellent Point Range	Fair Point Range	Needs Improvement Point Range
Time Management	20-30	11-19	0-10
Concentration	17-25	9-16	0-8
Motivation	20-30	11-19	0-10
Selecting Key Ideas	7-10	4-6	0-3
Notetaking	11-15	6-10	0-5
Reading Strategies	30-50	16-30	0-15
Exam Preparation & Test Taking	28-40	14-27	0-13