

13 Clever Ways to Create Good Work Habits

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Do you have trouble finishing homework on time? If so, good work habits can help! Here are 13 easy tips to help you manage your time, stay organized, and keep up with your schoolwork. These tips will help you meet deadlines and feel more confident.

Let's get started!

- **Set Clear Goals** - Don't just write, "Complete my homework". Instead write "Finish my math work by 7 p.m. tonight".
- **Use a Planner** - Try both digital and physical planners to see which works best for you. Also, try color-coding different subjects or activities.
- **Prioritize Tasks** - For instance, mark tasks red that need immediate attention red, yellow if they have more flexible time frames, blue if the tasks can be postponed for later, and green when it's complete.
- **Take Regular Breaks** - Taking short breaks while studying will help your brain stay fresh which will help keep you focused.
- **Create a Study Schedule** - For example, study math from 3:00 - 3:30 p.m., Language Arts from 3:30 - 4:00 p.m., then take a 5-minute break.
- **Break Tasks into Smaller Steps** - For example, if you've been assigned a long essay, break it down into following phases: write an outline, draft the introduction, write body paragraphs, draft the conclusion, and proofread.
- **Find a Study Space** - Choose a place to study that is quiet, has a clear workspace, has great lighting, and a comfortable chair.
- **Get Rid of Distractions** - Use apps on your phone that can block distracting websites, text messages or phone calls. Or better yet just turn off your phone completely.
- **Stay Organized** - Use a different folder or notebook for each subject.
- **Get help from friends** - Join study groups where you can ask questions and share knowledge with peers.
- **Review and Reflect** - Keep a study journal to track your progress and note areas where you would like to improve.



- **Reward Yourself** - Create a point system where you earn points for completed tasks, which you can redeem for rewards like eating your favorite snack.
- **Keep a "wins" journal** - Big wins are made up of a lot of small wins; so be sure to write down your progress, no matter how small.

Using these 13 tips every day can really change how you do your schoolwork. When you have a plan, your brain doesn't have to worry about what to do next. The more you practice these habits, the easier they become. Remember, building good work habits requires practice over a long period of time, but the rewards are well worth the effort. So go ahead, start using these tips to develop great work habits. You've got this! (435)