

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! Even if you're busy with school, clubs, or other activities, having a good study routine can make a big difference. 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** - Write your goals down and make sure they are clear and defined. Don't just write, "Complete homework". Instead write "Finish my Algebra assignments 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 for easy visual tracking.
- **Prioritize Tasks** - Create a method to prioritize your assignments. For instance, mark tasks that need immediate attention red, tasks that have more flexible time frames yellow, tasks that can be postponed for later blue, and completed tasks green.
- **Take Regular Breaks** - Try the 55/5 Rule - 55 minutes of focused work followed by a 5-minute break. Taking short breaks will help keep you fresh and focused.
- **Create a Study Schedule** - An example study schedule could be to study Algebra from 4:00 - 4:55 p.m., Take a 5-minute break, study English/Language Arts from 5:00 -5:55 p.m., Take a 5-minute break, and so on.
- **Break Tasks into Smaller Steps** - For example, if you've been assigned a long book report, break it down into following phases: read the book, write an outline, draft the introduction, write body paragraphs, draft the conclusion, and proofread.
- **Designate a Dedicated Study Space** - Choose a place to study that is quiet, has a clear workspace, has great lighting, and a comfortable chair. Keep all your study materials within reach so that you do not have to waste time going to look for them.
- **Eliminate 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. Also, be sure to leave your study area clean and organized when you're done.



- **Seek Peer Support** - Join study groups or online forums where you can ask questions of and share knowledge with peers.
- **Review and Reflect** - Keep a study journal to track your progress and note areas that you would like to work to improve.
- **Reward Yourself** - Create a point system where you earn points for completed tasks, which you can redeem for rewards like watching an episode of your favorite show.
- **Stay Positive and Persistent** - Keep a "wins" journal. Big wins are made up of a lot of small wins; so be sure to acknowledge your progress, no matter how small.

Using these 13 tips every day can really change how you do your schoolwork. Studies show that good study habits help you do better in school because 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. It might be hard at first but keep trying and it will get easier!

Remember, developing good work habits requires dedicated practice over a long period of time, but the rewards are well worth the effort. So go ahead and dive in! Start using these tips to develop insanely effective work habits. There's no time like the present. You've got this! **(583)**