

Name _____
Date _____

WRITTEN EXERCISE #3
YOUR STUDY PLACE

Adults who are successful in office jobs generally have a work area they use every day. All their work materials are there -- a desk, computer, telephone, fax machine, pens, pencils, paper. It's the same story for successful technicians. They have a specific work area, and all their tools, neatly arranged, are within easy reach. As a student, your job is to do your homework, and you need a work area, also. In the box below, describe your ideal study place. Then set it up.

My Ideal Study Place

Location:

Study Materials Needed:

Desk, Chair, Lighting:

Reference Material Needed:

Other things:

Name _____
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WRITTEN EXERCISE #4
YOUR STUDY SCHEDULE

A study schedule can prevent last-minute panics and substandard work. In the box below, create your personal study schedule. Consider beginning with your easiest subjects, then move on to the more difficult ones. Also consider studying the same subject at the same time every day. Finally, leave some blank spaces for unforeseen circumstances.

My Personal Study Schedule

Time	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.