



Maximize Your Study Efficiency: **Self-Assessment Checklist**

Name: _____

Date: _____

Course/Subject: _____

Instructions: Review your study session and check each statement that applies. Use the reflection section at the end to plan improvements.

1. Planning & Organization

- ☐ I set clear goals for my study session.
- ☐ I created a schedule or plan before starting.
- ☐ I prioritized tasks based on deadlines and importance.
- ☐ I grouped similar tasks together (assignment stacking).

2. Focus & Environment

- ☐ I studied in a distraction-free environment.
- ☐ I turned off notifications on my devices.
- ☐ I used a timer or studied in focused intervals (like 90-minute sprints).
- ☐ I took short breaks to recharge without losing focus.

3. Learning Methods

- ☐ I used active learning methods (practice problems, summarizing, teaching).
- ☐ I used passive methods when short on time (reviewing notes, slides, or lectures).
- ☐ I adjusted my study method based on the time available.

4. Retention & Understanding

- ☐ I reviewed key points after studying.
- ☐ I applied what I learned to practical examples or projects.
- ☐ I tested myself on the material to check my understanding.
- ☐ I recorded notes or summaries for future reference.

5. Reflection & Improvement

- ☐ I reflected on what worked well in this session.
- ☐ I identified areas to improve for next time.
- ☐ I set goals for the next study session.

Reflection Notes:

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