

LEARNING TECHNIQUES

STUDY TEAM CHECKLIST

Name _____

Getting something done – whether it’s winning a sports championship or developing a best-selling smart phone – usually requires a team. Doing well in school is no exception: you’ll be a stronger student if you can form a study team. Here’s a checklist of 5 tips to form a strong study team. Read the checklist, then use the right side of the page to develop a plan for your own study team.

TIP 1: DIVERSIFY YOUR SKILLS	Your plan: what are your skills & weaknesses?
<input type="checkbox"/> Identify what you do well and where you need help. What can you contribute?	
<input type="checkbox"/> Build a study team of people with different skills. That will make the team strong.	
TIP 2: LIMIT THE SIZE	Your plan: who could you invite?
<input type="checkbox"/> Limit your team to 3-6. Too many people will make it difficult to concentrate.	
<input type="checkbox"/> If you want to be in study teams with lots of friends, form a study team for each subject.	
TIP 3: STICK TO THE TOPIC	Your plan: how can your team stay focused?
<input type="checkbox"/> Don't use study team time to gossip.	
<input type="checkbox"/> Make a schedule for what you need to do in each subject each week.	
TIP 4: WRITE EVERYTHING DOWN	Your plan: what notes will be helpful for you?
<input type="checkbox"/> Review your textbooks, notes, and other materials during study team time.	
<input type="checkbox"/> Take notes on your team's discussions. Use your team notes to prepare for exams.	
TIP 5: EVALUATE YOUR SUCCESS	Your plan: what are your goals?
<input type="checkbox"/> Set a goal for your team's work.	
<input type="checkbox"/> Review your goals each quarter.	