TAKING NOTES

1. Take notes in class, in meetings, at appointments, or anywhere else that it is important to retain important information.
2. Draw, color, or use a fidget toy during lectures or meetings if it helps you listen better (be sure to ask your instructor or supervisor for permission first).
3. Keep your materials for each class in a separate binder or folder.
4. Color code your classes to help you stay organized and find what you need to study.

ADDITIONAL RESOURCES

ADDitude
www.additudemag.com

The Panda Planner
www.pandaplanner.com

Disability Support Services

Work with DSS to set up any accommodations you may qualify for and use your accommodations. There is no shame in having ADD/ADHD or using DSS accommodations.
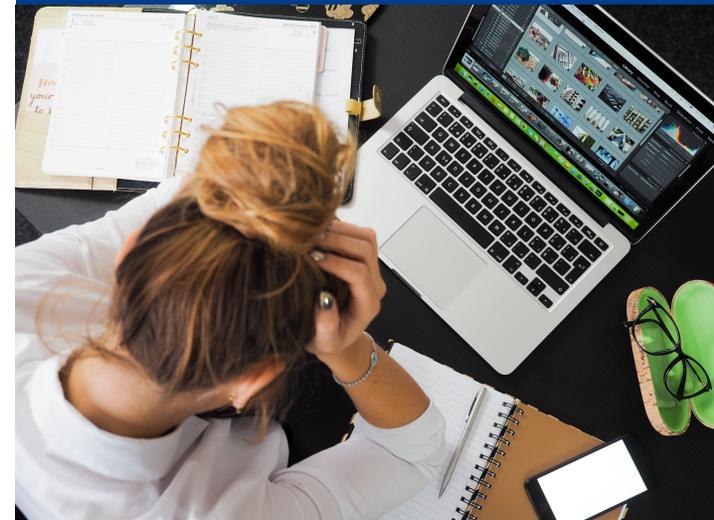
Student Success Center

The Student Success Center can coach you on a variety of topics including notetaking, study tips, time management, procrastination, and more.

Student Success Center
North Meridian Center
Room NMC 219
317-916-7910
indy-studentsuccess@ivytech.edu

STUDY TIPS FOR STUDENTS WITH ADD/ADHD

PRIORITIZING TASKS

1. Make lists and write down anything that you don't want to forget.
2. Use a planner to help you stay organized.
3. Review your syllabus for each class and write down all assignment due dates in your planner at the beginning of each semester.
4. Use a habit tracker to help you establish better habits or remember tasks that need to be completed daily.
5. Set goals and priorities for each day by completing the most important items first.
6. Break down large tasks into smaller, easier steps.
7. Accomplish the biggest or hardest task of your day first - everything else will feel easier after that and you will be less likely to procrastinate.

TIME MANAGEMENT

1. Explore and experiment with different planning and time management systems.
2. The more routines, systems, and structures you can bring into your life, the easier it will be to get things done.
3. Avoid procrastination by setting personal deadlines and sticking to them.
4. Try working on a task for at least 15 minutes even if you do not feel like working on it.
5. Plan more time than you think you will need to accomplish tasks and treat yourself if you finish early.
6. Avoid overbooking or overscheduling yourself.
7. Use distraction-prevention apps to help you stay focused while working on a computer or mobile device by blocking you from social media or other distractions for a certain period of time.

GENERAL TIPS

1. Find a study space that is quiet and distraction-free.
2. Set a timer when you are working on something for a set amount of time (i.e. 45 minutes or 1 hour) and take a 15 minute break when the timer goes off before getting back to the task.
3. Spend a week or two recording which times of the day and which environments you are most productive completing tasks.
4. Schedule your classes and study time during the times of day when you feel most productive.