



Studying is difficult. It takes hard work and perseverance. Here are some tips to make it more manageable.

Why are you studying?

Having an overall goal is what will motivate you to study. Ask yourself what is motivating you?

- Do you want good results?
- Do you want to make your family proud?
- Do you want to change career?
- Do you want to master a new skill?
- Do you want a new qualification?

Once you know what your goal is it will help to motivate you to put in the work. Write it down, draw it or find a picture that reminds you of it and put it somewhere you can see it.

Managing Your Environment

Before you begin, find a space in your home or your college/centre where you are comfortable to study. If at all possible:

- Create a space that is quiet
- Make sure you have all your equipment, books and stationery stored at your study space and to hand when you need them.
- Are you close to a plug to charge your technology? If not ensure it is charged before you start.
- Do other people in your house know that this is your study time?
- Good lighting is helpful
- Try to have your chair and table at a comfortable height.
- TURN OFF YOUR PHONE

Many people have no choice but to study in a noisy space. Many people have distractions around them such as family, children, music, traffic.

- Try as best as you can to focus on the assignment and not the noise
- Choose easy tasks when you are in a noisy or distracted environment

- Set expectations with other people in the house and agree on quiet times
- Set aside time to go to a quieter place such as a library, your college or further education centre for example.

Managing Your Time

The first thing to do is design a timetable

	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

- First set aside time for tasks and responsibilities that you are committed to and must be available for. For example, put in your timetable when you are working, training, taking care of children, have appointments, visit family, take children to activities and so on.
- Also consider time that you want to spend with family, friends and things you do for yourself like leisure or social activities.
- With your remaining time decide when you are going to study and put this in your timetable. Your timetable may change depending on what you are prioritising at a given time.
- This exercise will allow you to see how you are currently using your time and what may have to change to accommodate your study time.
- **PUT THE BIG ROCKS IN FIRST!**
- **LEARN TO SAY NO!**





Managing Your Workload

Each time you sit down to study decide what you want to achieve in that period. Writing a 'TO DO' list could help.

List the tasks you need to complete. Then prioritise order of importance. Recognise the difference between what is urgent and/or important.

<p>URGENT AND IMPORTANT</p> <p>Do it now!</p> <p>Child is sick at school</p> <p>Presentation to class in half an hour</p> <p>Respond to an important phone call or email</p>	<p>NOT URGENT BUT IMPORTANT</p> <p>Schedule a time to do it!</p> <p>Assignment due at the end of the month</p> <p>Exercise</p> <p>Monthly/yearly budgeting</p>
<p>NOT IMPORTANT BUT URGENT</p> <p>Can someone do it for you?</p> <p>Can you do it later or avoid it?</p> <p>Certain emails and calls</p> <p>Disruptions from others</p> <p>Last minute meeting</p>	<p>NOT URGENT AND NOT IMPORTANT</p> <p>Dump or delete!</p> <p>Social Media</p> <p>TV</p> <p>Some phone calls/emails</p>



Managing Your Learning with Learning and Study Techniques

Study in block of 30 or 40 mins and take a 5 minute break between those blocks. Below are some study techniques that you could use:

SQ3R (Survey, Question, Read, Recall and Review)

Survey: Look at what you want to read. Look at the content quickly, the chapter names, section headings, read the introduction and conclusion. Notice charts and diagrams and get an overall sense of what you are about to read

Question: Form questions based what you have surveyed, maybe based on the headings. Or simply ask who, what, when, where and why?

Read: Read for meaning, take notes if needed, look out for the answers to your questions. Come up with new questions depending on the content of the piece.

Recall: Reflect on your questions – have you answered your questions? If not read it again. Answer your questions out loud and/or summarise the authors argument in your own words

Review: Attempt to answer the questions without reading your notes, go back over your notes if needed. Go back to the notes after a day, a week, a month in order to commit them to your long-term memory.

Mnemonics

This is a technique that helps us remember things. We can use things like rhymes and catchphrases, spelling acronyms and list order acronyms.

Examples:

Acronyms: **R**ichard **O**f **Y**ork **G**ave **B**attle **I**n **V**ein helps us remember the colours of the rainbow

Red **O**range **Y**ellow **G**reen **B**lue **I**ndigo **V**iolet

Rhyme: '30 days has September, April, June and November. All the rest have 31 except for February alone.....'

Make up a song or poem for what you are trying to recall.

Association: If trying to remember a process or a sequence of events, make up a story or use travelling through a house or along a place you know to help visualise what comes next in the sequence.



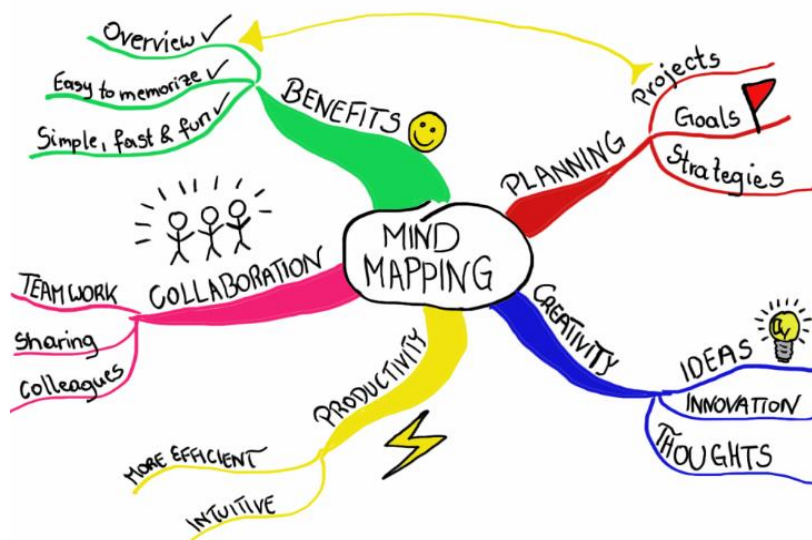
Teaching

Teach or explain the topic you are learning to someone else. If you know you need to explain a topic to someone you will need to know it very well.

Mindmapping/ Spider Diagrams

These can be used to revise something you have learned or to help you plan an essay or assignment. This is very good for brainstorming.

- Start with a blank page
- Create a central image/topic/concept
- From the central idea draw lines with relating ideas
- You can add as many ideas from your brainstorm as you wish. Some of the primary ideas will then branch into secondary ideas.
- Use colour, shapes to highlight similar ideas



Studying to your learning style

Most of us will identify with a way of learning. Some people are visual learners, some are auditory learners and some are kinesthetic learners. Most of us like a combination of methods.

If you are a **visual learner**, you learn by reading or seeing pictures. You understand and remember things by sight. You can picture what you are learning in your head, and you learn best by using methods that are primarily visual. You like to see what you are learning.

- When studying it is helpful to use colour. You might benefit from highlighting your notes and reading.
- You might like pictures, tables and graphs to illustrate what you are learning.
- Use different coloured paper for different topics in your notes
- Use flash cards
- Use mind maps

If you are an **auditory learner**, you learn by hearing and listening. You understand and remember things you have heard. You store information by the way it sounds, and you have an easier time understanding spoken instructions than written ones.

- Use recordings of notes and audio and video clips
- Read out loud
- Use discussion with others
- Verbally rehearse or test yourself
- Use music and rhymes to remember
- Role play and self-questioning

If you are a **kinesthetic learner**, you learn by touching and doing. You understand and remember things through physical movement. You are a "hands-on" learner who prefers to touch, move, build, or draw what you learn, and you tend to learn better when some type of physical activity is involved. You need to be active and take frequent breaks, you often speak with your hands and with gestures, and you may have difficulty sitting still.



- Likes to learn by doing and where possible to touch objects experiment.
- Use highlighting when reading
- Use post it notes to take notes and move around
- Move around when reading
- Cut out images, create a collage
- Stand up or walk around when reciting
- Tap or squeeze something while learning
- Where possible try a practical version of the task and turn it into an activity.

If you consider and implement some of the suggestions and techniques mentioned that suit your situation and personal approach you will see some changes in how you can concentrate, manage your time and absorb information. You don't have to be great to start but you have to start to be great! Best of luck!