Introduction to Management Sem 2 Study Tips

# My study tips

* Apply week 3’s topic of planning, and week 9’s topic of motivation to studying
  + SMART - set specific, measurable, attainable, realistic, timely study goals
  + Goal-setting theory
    - Set reasonable goals
    - Set difficult but attainable goals
    - Set goals that you accept (you recognise the importance of them, and you and your subconscious are willing to carry them out)
    - Performance feedback: go through the answers of practise exams; reflect on how time effective your study is
* Cue cards: great for memorising concept definitions and components
* Regular breaks every half an hour/45mins/hour
* Make sure all your assignments/exams are in a planner where you can see how long you have to do them.
* You can't study if your basic needs aren't met. Make sure you're eating well, you're sleeping at a decent time and waking up at a decent time, at the same time each day.
* Lists - they help consolidate everything and relax you by offloading stuff that would otherwise bounce around your head unbounded onto paper. Plus, you know that you’re not forgetting to do anything because everything you need to do is on paper.
* Don't sacrifice all your time to studying, you'll burn out and you'll resent it. Make sure that you're still doing things that you enjoy.
* Procrastination can be averted by removing distractions. Turn your phone off and put it in another room.

# Your study tips

* Take a look at [Notion](https://www.notion.so/) to help you organise your notes and concepts. Free sign in with Swinburne
* You don't have as much time as you think you do, so try and get onto your study early, don't use things that come up distract you, if you've prepared as early as possible, you'll at least have that preparation should something come up and you're no longer able to spend as much time as you thought you could.
* Take notes in class, go through slides and textbook for keywords if you don't have time to watch lectures
* Two hours a week practising answering case study questions to get used to them
* Study with someone, especially for the tests, at the same level as you
* Go to the textbook, chapter that you're supposed to study, go to lectures to revise and practise those concepts
* Go back and watch the lectures again, don't be afraid to revisit reading you don't remember.
* Devote an hour a day to revision
* Have a plan to approach the questions before you start writing it.