

GUIDEBOOK

This Guidebook includes
Study Tips & Course Advice



Ministry of Education

GUIDEBOOK

Study Tips



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How to improve your study process?

Parkinson's Law

Any task expands to fill the time that we allocate to it. For example, if you give yourself the whole day to write an assignment, then you will definitely spend all day on it.

That is because your brain thinks that there is no need to hurry as you have "a whole day".

Therefore, you should make a specific deadline.

For instance, say "I will do this assignment in 2 hours". Even if you do not finish it, your brain will try to manage to get it done by the setted time.



It is important to remember that you are always in control of your time. At any moment you are doing what you most want to be doing, so "I do not have time on something" does not work.

4 exam preparation strategies

Reading, Highlighting & Summarising do not work.

#1. Anki Flashcards

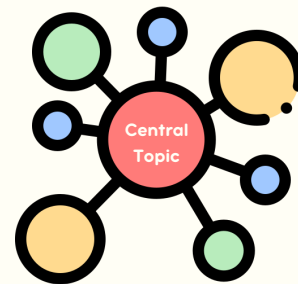
It is an app, where you can make your own flashcards and mark them as "Easy", "Medium" or "Hard". Then, a flashcard comes up after some time for repetition, depending on the rating that you gave to it.

#3. Questions

Instead of re-reading, try to make up questions. You will recall the information in your head, and this activity will help you to engage in cognitive effort and remember everything much effeciently.

#2. Spider Diagrams

Read the material, close the book and try to recall as much information as you can.

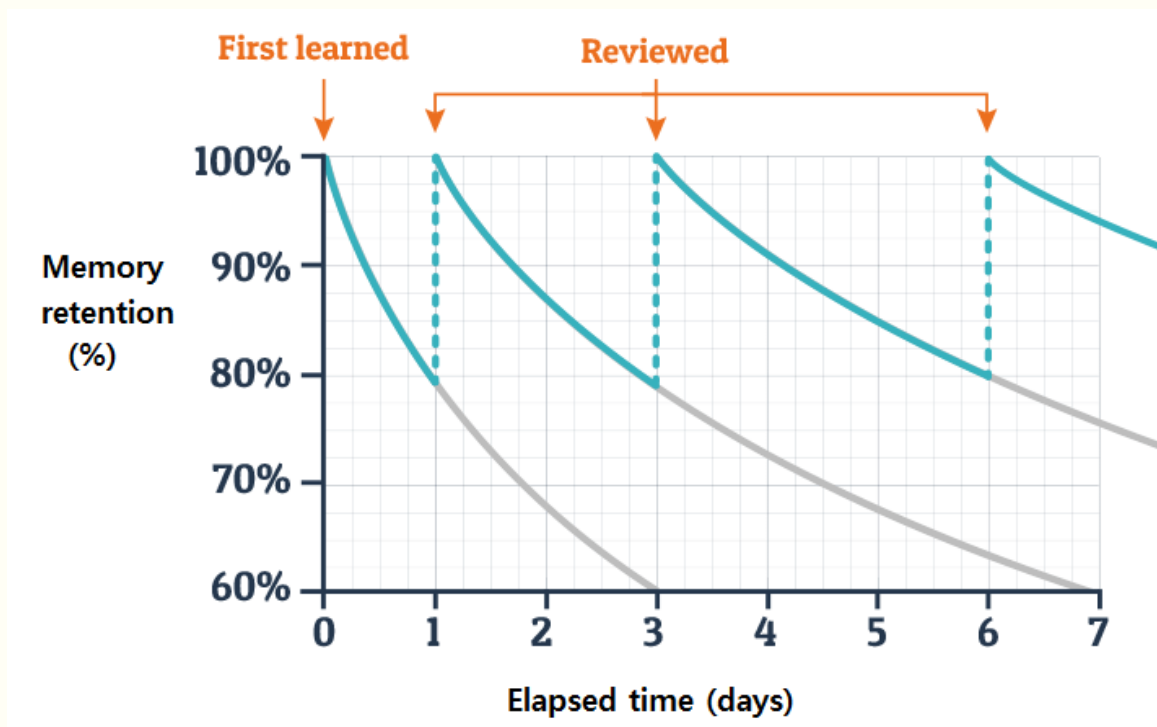


#4. Practice

Do the practice tests after your study session. According to the research, practice improves the academic performance by 10-15% (Spitzer, 1939)

The power of Spaced Repetition

Forgetting Curve



This is a Forgetting Curve, which shows how much percent of the material learners can forget. Therefore, in order to remember information you should repeat it throughout the day.

Imagine that you have to study 3 topics.

Try this:



1) Study Topic 1

2) After 1-2 hours
recall it



3) Study Topic 2

4) After 1-2 hours
recall Topic 1 & 2 etc

You can also make a spreadsheet

Write here all topics that you have to study	Date 1	Date 2
Topic 1	13.11.21	14.11.21
Topic 2	19.12.21	

Every time when you have recalled a topic, write the date and color it, depending on the quality of your recall

Time-management tips

#1. The 2-Minute Rule

If you have tasks that will take around 2 minutes, then do them now.

#2. Batching

If you have a bunch of similar tasks, for example replying to 60 e-mails, then do them at the same time.

#3. Alfred / Wox

It is a useful app that will boost your keywords, hotkeys and searching files on your laptop

#4. Forest

It is an app that is based on Pomodoro technique: 25 minutes - work, 5 minutes - break. The idea of this app: when you set the timer, the app grows a tree. If you check your phone during the working time, the tree will die.

#5. 10 Fast Fingers

As most of your assignments involve typing, fast typing can save a tremendous amount of time. This website will help with it.



Motivation, stress, time-management and Exam Preparation

How to stay motivated while studying?

#1

Change the study environment.

#2

Determine the days when you will do nothing.

#3

Start whatever you planned even if your day started in not the way it was expected.

How to stay focused while studying?

#1

Make notes during the lecture.

#2

Pomodoro technique

#3

Leave your phone in another room

What to do the night/morning before an exam?

#1

Clear your mind: take a walk, for example

#2

Remind yourself about how much work you have done

#3

Give yourself a nice break

How many hours should you study?

#1

Quality matters more than quantity.

#2

8-hours: dedicate 8 hours for work, 8 hours for study and 8 hours for hobbies/rest.

#3

Be consistent: spending 1 hour every day for studying is more efficient than studying 10 hours in one day and nothing for the rest of the week.

How to revise a subject that you hate?

#1

Ask yourself, why do you hate that subject.

#2

Try to gamify the study process of that subject: use videos, draw etc.

#3

Break it to small tasks: do not study a whole chapter, study some little concepts and reward yourself after that.



This guidebook was written by:

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We sincerely hope that this guidebook will help you to make the study process more enjoyable. Thank you and good luck!

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