



STUDY SKILLS

REGENT BUSINESS SCHOOL



TIME MANAGEMENT

- Time management is the appropriate use of and organizing of your time in order for you to make the best use of your time. If you learn how to maximize your time, you will have sufficient time to successfully accomplish everything you need to and want to accomplish. Accomplishments don't just happen; they are carefully planned for.



DRAFTING A STUDY PLAN

- Make a detailed list of all you need to study
- Calculate the number of weeks left until the exams.
- Allow at least 2 weeks for exam preparation
- Divide the work into sections/chapters.
- Schedule these sections/chapters into the weeks.
- Give more time to more difficult work.



TIME MANAGEMENT AND GOALS

- You don't have much time before exams!
- Make up a detailed "to do" list for the next day at the end of each day.
- Reward yourself if you did complete the items on your "to do" list at the end of each day.



KNOW THE PERCENTAGES!

WE RETAIN:

- 10% of what we read
- 20% of what we hear
- 30% of what we see
- 50% of what we see and hear
- 70% of what we talk about with others
- 80% of what we experience personally
- 95% of what we teach to others



THREE WAYS TO FORGET

- **Not learning it in the first place.** This is probably the number one reason why we forget. Even if we've been exposed to something, unless we solidify the learning we are not likely to remember it.
- **Disuse.** Information not used now and again withers and disappears. E.g. Do you remember all of your previous telephone numbers?
- **Repression.** We have very strong systems of belief. Sometimes what we learn doesn't fit with what we believe. When in conflict, odds are our beliefs will win. E.g. Believing that we are terrible at remembering names will make it all that much more difficult to learn new names.



TARGET YOUR STUDYING

- Figure out what is important and will likely appear on the exam, by the following:
 - ✓ looking at old exams, and
 - ✓ analyzing what was emphasized in class.



IMPROVE YOUR MEMORY

- **What is reciting, and how can it help?**
- Reciting means saying aloud, in complete sentences, the main ideas and details from each paragraph after reading it.



RECITING

Reciting improves your memory 5 ways:

- promotes concentration
- forms a sound basis for understanding the next paragraph
- provides time for the memory to consolidate
- ensures that facts and ideas are remembered accurately
- provides immediate feedback.



HOW DOES RECITING WORK?

- Easy! Cover up what you're reading at the end of each paragraph. Then, using complete sentences and paragraphs, repeat the ideas in the paragraph—ALLOUD—in your own words. When reciting a list of ideas or facts, use numbers by saying "first--, second--," and so on.



WANT TO IMPROVE ON RECITING?

- Write as you recite... as though you were writing the answers to an essay test. This embeds the knowledge in your long-term memory (the kind that lasts through tests) even more firmly. Why? Because you learn by three means: eyes, ears, and muscles.
- Is re-reading the same as reciting? No, definitely not!



PRACTICE

- Studying for an exam should be seen as practicing the activities you will have to perform in the exam, under exam conditions. For example, if you will have to do problems, practice doing problems from memory, within a time limit. Or, if you will have to write essays, practice writing essays from memory, within a time limit.



TIPS TO CONTROL EXAM ANXIETY

- Be well prepared for the exam.
- Include as much self-testing in your studying as possible.
- Maintain a healthy lifestyle: get enough sleep, good nutrition, exercise, some personal "down" time, and some social interaction.
- As you anticipate the exam, think positively, e.g., "I've studied and I know my stuff."



TIPS TO CONTROL EXAM ANXIETY...

Continued...

- Use "thought stopping" if you find that you are worrying a lot, or comparing yourself to your peers... Picture a STOP sign, and Stop those thoughts!
- Before you go to bed on the night before the exam, organize anything that you will need for the exam -- pen, pencil, ruler, eraser, calculator, etc. Double check the time of the exam and the location.
- Set your alarm clock and then get a good night's sleep before the exam.
- Get to the exam on time.



TIPS TO CONTROL EXAM ANXIETY...

Continued...

- Be careful about talking to other students about the exam material just before going into the exam, especially if this will make you worry.
- Choose to sit in a location in the exam room where you will be distracted as little as possible.
- As the papers are passed out, calm yourself by taking some slow deep breaths.
- Make sure to carefully read all instructions on the exam.
- As you work on the exam, focus only on the exam.



TIPS TO CONTROL EXAM ANXIETY...

Continued...

- If you feel very anxious in the exam, take a few minutes to calm yourself. Stretch your arms and legs and then relax them again. Do this a couple of times. Take a few slow deep breaths. Do some positive silent self-talk; say to yourself, "I will be OK, I can do this."
- If the exam is more difficult than you anticipated, try to focus and just do your best.
- When the exam is over, **treat yourself**.



HAPPY STUDYING!!

