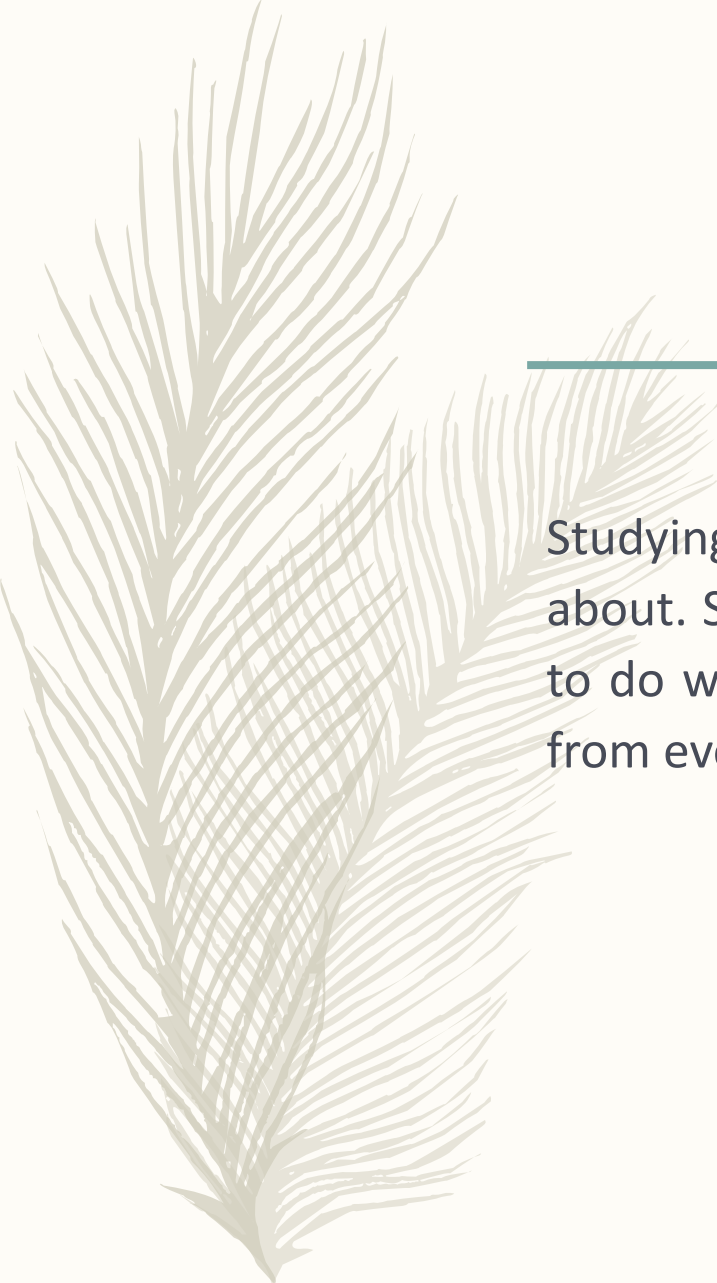


Effective Study Habits and Time Management



Studying isn't just about passing an exam, as most students look at it. Studying is an effort to actually learn things, some of which you might actually care about. So while you'll have to take your share of classes that have little or nothing to do with your interests, you should still look for interesting things to take away from every experience.



Study Tips!

1. Pick a place and time

- ☐ Set up your study space
- ☐ Find your best time

2. Study every day



Study Tips!

3. Plan your time

- ☐ Use a wall planner
- ☐ Set alarms
- ☐ Set time limits

4. Discover your learning style

- ☐ Auditory learners learn by listening
- ☐ Visual learners learn by seeing
- ☐ Tactile or kinesthetic learners learn by doing



Study Tips!

5. Review and revise

- ☐ Make your own study materials
- ☐ Quiz yourself

6. Take breaks



Study Tips!

- 7. Ask for help**
- 8. Stay motivated**



Study Tips!

9. App it up

10. Look after yourself



10 Highly Effective Study Habits

1. Approach studying matters

Being in the right mind-set is important in order to study smarter.

Ways to help improve your study mind-set:

- Aim to think positively when you study
- Avoid catastrophic thinking
- Avoid absolute thinking
- Avoid comparing yourself with others

2. A place to study is important

A place with a lot of distractions makes for a poor study area. Make sure to choose the quiet areas in these places, not the loud, central gathering areas. Finding an ideal study place is important, because it's one you can reliably count on for the next few years.



10 Highly Effective Study Habits

3. Bring everything you need, nothing you don't

Sometimes people bring things they don't need. For instance, like computers that are a powerful distraction. So ask yourself whether you really need a computer to take notes, or whether you can make do with the old-fashioned paper and pen or pencil.

4. Outline and rewrite your notes

The important thing in writing outlines is that in your own words and structure. While you're welcomed to copy other people's notes or outlines, make sure you translate those notes and outlines into your own words and concepts. Failing to do this is what often cause many students to stumble in remembering important items.



10 Highly Effective Study Habits

5. Use memory games

Memory games or mnemonic devices, are methods for remembering pieces of information using a simple association of common words. Mnemonics devices are helpful because you use more of your brain to remember visual and active images than you do to remember just a list of items.

6. Practice by yourself or with friends

You can practice by yourself by testing yourself with either practice exams, past quizzes, or flash cards. If a practice exam isn't available, you can make one up for yourself and your classmates or find someone who will.



10 Highly Effective Study Habits

7. Make a schedule

Create schedule study time so that you'll find it easier becomes much less of a hassle in the long run. Spending 30 or 60 minutes every day you have a class studying for that class before or after is a lot easier and will allow you to actually learn more of the material.

8. Take breaks

Find rewards to help reinforce what you're doing, you may be pleasantly surprised by the change you may find in your attitude over time.

Studying for 1 hour, and then taking a 5 minute break and grabbing a snack is usually more sustainable and enjoyable. Divide study time into segments that make sense and work for you.



10 Highly Effective Study Habits

9. Keep healthy and balanced

It's hard to live a balanced life while in school, but the more balance you seek out in your life, the easier every component in your life becomes.

Look at vitamins and herbs as they are intended as supplements to your regular, healthy diet. But they may not, either, and you shouldn't rely on them instead of studying regularly.

10. Know what the expectations are for the class

Different professors and teachers have different expectations from their students. While taking good notes and listening in class are good starts, you can do better by spending some.



Managing Time Effectively

Time management are valuable in developing effective strategies for managing your time to balance the conflicting demands of time for study and leisure.

Steps in Time Management:

Step 1: Prepare yourself

First, by taking 30 minutes of your time fix your self something to eat and relax.



Managing Time Effectively

Step 2: Balance your effort

Work on small portions everyday, work that will be due by the end of the week, starting with the most important tasks first.

Step 3: Focus on your most productive time of a day

Some people work better in the morning, and some are focused in the evening.



Managing Time Effectively

Step 4: Manage time in increments

Play a game with yourself by competing against the clock.

Step 5: Take a break, clear your mind and refresh yourself to refocus

Breaks provide incentive by giving you something to look forward to.

Step 6: Keep track on progress

Cross things off the list as they are completed. You'll feel relieved finishing task and give you a sense of accomplishment.



Managing Time Effectively

Step 7: Reassess the list

Rewrite and prioritize your list on a regular basis. Use technology to complete task more quickly and accurately.

Step 8: Leave time for fun

It's important to give yourself time to let loose. It doesn't have to be a lot of time but make sure that you do and its good for your body too.

Step 9: Sleep 7-9 hours every night

Getting proper sleep will help keep you alert and energetic, able to think clearly and functional.



Skills for Effective Time Management

- **Setting Goals**

Set yourself specific and clearly define goals, and make sure that these are realistic and achievable and have an alternative routine.

- **Prioritizing**

To be effective, you need to decide what tasks are urgent and important and to focus on these.

- **Organizing your Time**

Identify areas of your life and a good way to do this is to log everything you do for a week.



Skills for Effective Time Management

- **Keeping a To-Do List**

You should have a reminder system to tell you of when you need to do, write down the things you need to do, list of important or not important and urgent or non-urgent.

- **Breaking Down Tasks**

Break goals down into their components so that you can accomplish them one step at a time.

- **Persevering**

When things are not working out, you need to persevere and learn how to take a positive attitude towards frustration and failure.



Skills for Effective Time Management

- **Avoiding Procrastination**

Procrastination is the scourge of action planning. It's important that you manage “your fear of doing things” you don't want to do and realize that the fear is often far worse than any possible negative results.

- **Delegate: Get Help from Others**

Delegation means assigning responsibility for a task to someone else, identifying tasks that others can do and then selecting the appropriate person to do them.

- **Avoid Multi-Tasking**

You lose time when switching from one task to another, resulting in a loss of productivity.