

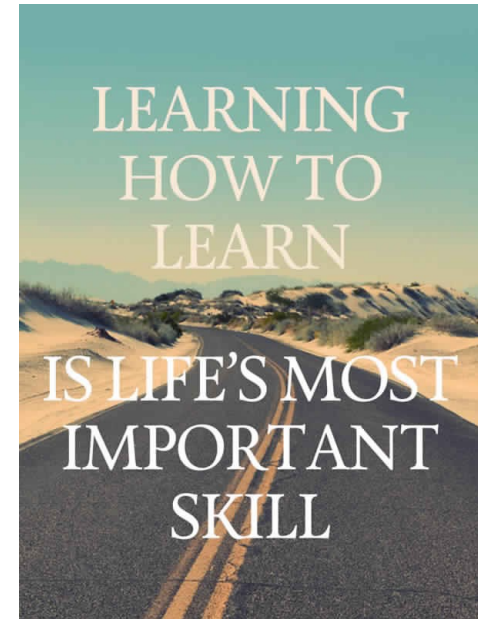
Learning How to Learn?

-Powerful mental tools for mastering tough subjects.

This course gives you easy access to invaluable learning techniques used by experts in art, literature, maths, science, sports and many other disciplines.

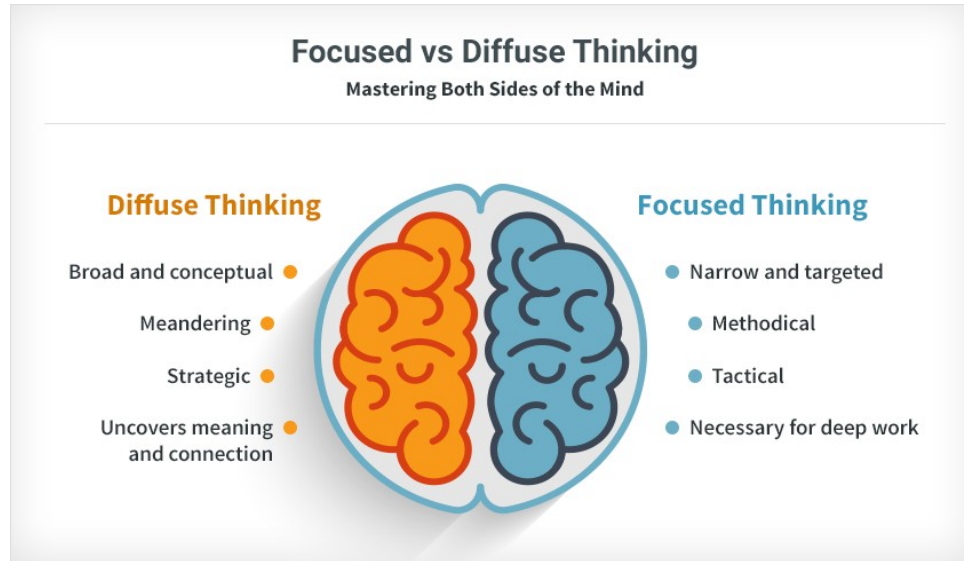
Following concepts are covered in this course:

- How brain uses two very different learning modes
- Encapsulating 'chunks' (information)
- Illusion of competency
- Memory technique
- Dealing with Procrastination
- Juggling with multiple task

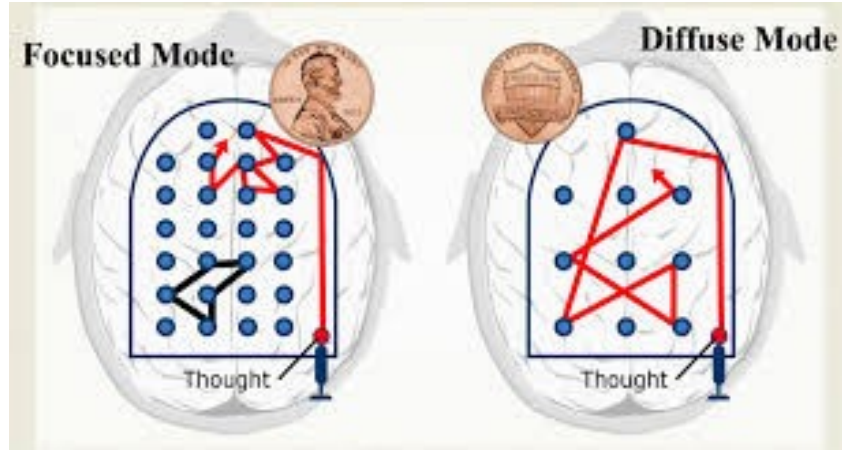


Two different modes of learning.

1. Focus mode of learning- Useful for Vital task
2. Diffuse mode of learning-It is the mode when we form connection and subconsciously mull over the problem.

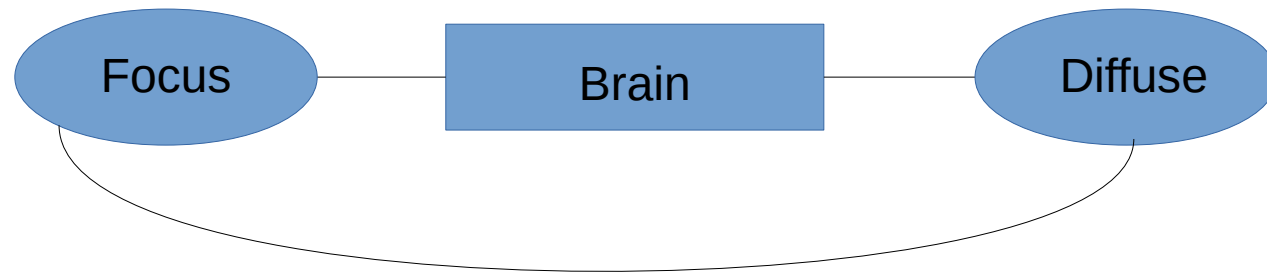


Focused Mode and Diffused Mode



Both modes of thinking are equally valuable but it's harmony between them which matters.

When we learn some difficult subject our brain should go back and forth between two different mode.



Frequently change of mode.

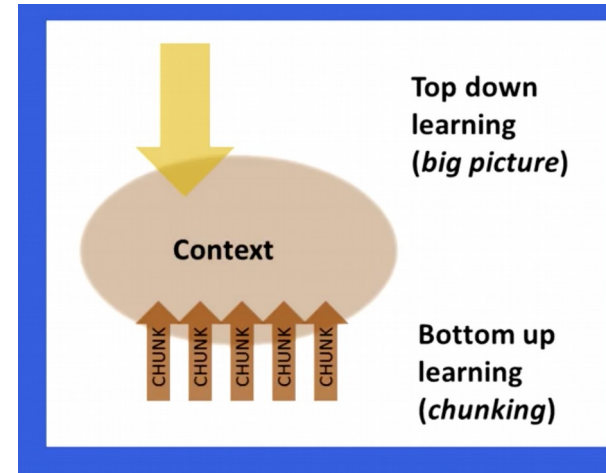
Chunks

- **Pieces of information** that are bond together through meaning is called chunk.
- Connecting different chunks forms library of chunk
- Creating **Conceptual Chunk** helps in learning tough subjects easily
- Chunk in one area can also be used very different field is called transfer.



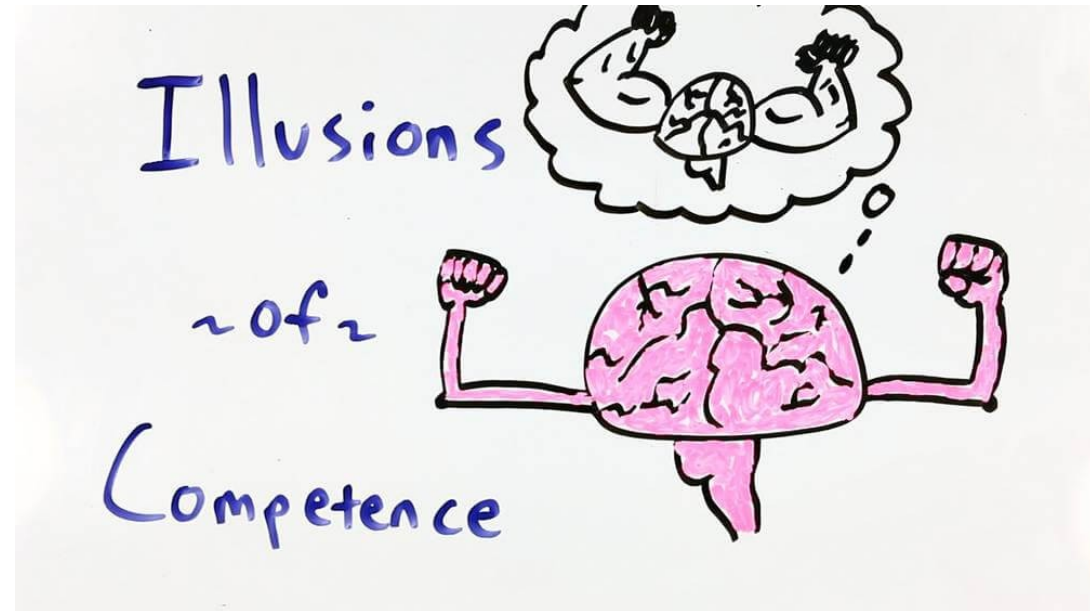
How to form chunk?

1. Focused attention
2. Understanding
3. Practice to gain mastery and sense of big picture context



Illusion of Competency in Learning.

- Illusion of competency describes a mental situation where you think you have mastered a set of material but you haven't. That's it's an illusion.



Techniques for avoiding illusion of competency

- Techniques are as follows:
 1. Testing ourself
 2. Minimizing the highlight of points
 3. Mistakes are good
 4. Deliberate practice

Memory

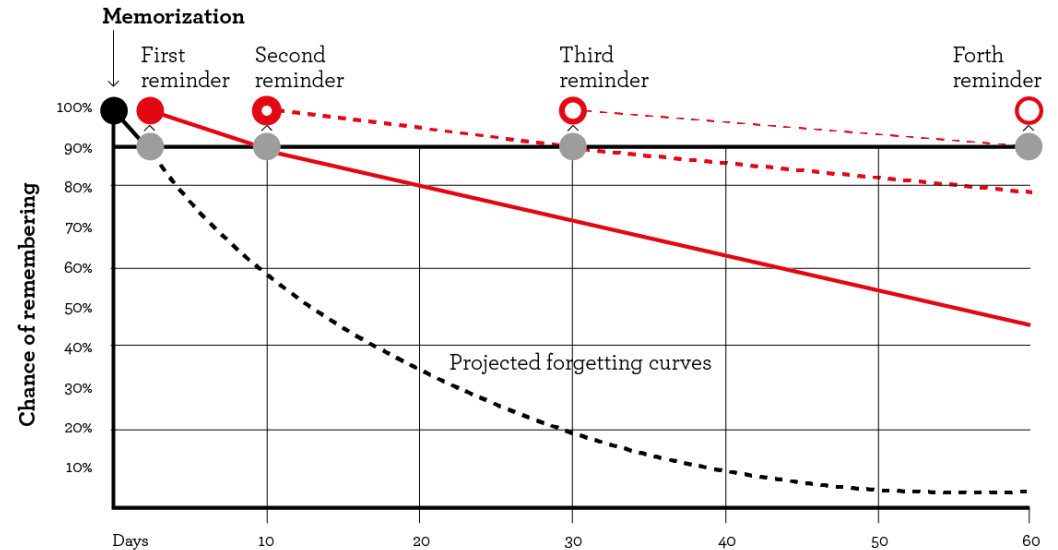
Memory are of two types:

- 1) Working memory-Limited memory part of human memory system that combines temporary storage and manipulation of information.
- 2) Long term memory- A system for permanently storing, managing and retrieving information for later use.



Technique to convert Working memory into long term memory

- Spaced Repetition: Reviewing the material at gradually increasing interval.
- “Practice Makes Permanent.”



Procrastination

- Procrastination is the avoidance of doing a task that needs to be accomplished by a certain deadline.

When we procrastinate, instead of working on, important, meaningful task. We find ourselves performing trivial activities



Effects of Procrastination

1. Waste of time
2. Unable to reach the goal
3. Lowering of self-esteem
4. Making poor decision
5. Damaging the reputation

Technique for avoiding procrastination

- **Pomodoro**- This technique uses a timer to break down the work into interval, traditionally 25 minutes is the length, separated by short breaks.
- How to use the technique?
 1. Set the timer for 25 minutes.
 2. Choose your work, break it down into 25 minutes block
 3. Work on first block until the alarm goes off
 4. Take 5 minutes break, then reset the timer to 25 minutes
 5. Work on the next task until the alarm goes off. After 4 cycles take 30 minutes break.



Benefits of pomodoro technique



- Benefits are as follows:

1. Manages distraction and controls our time
2. Increases Productivity
3. Decreases back pain and mental fatigue
4. Maintains motivation
5. Improves weekly and quarterly planning

Juggling with Multiple task

To handle or deal with several things at one time so as to satisfy often competing requirements.

Ways to manage multi-tasking

- Creating weekly “to do list”
- Dividing weekly work into days
- Allotting the required time for each task you are juggling with
- Allotting goal finish time for each day
- Rewarding yourself once daily goal is achieved



Thank you

Presented by

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