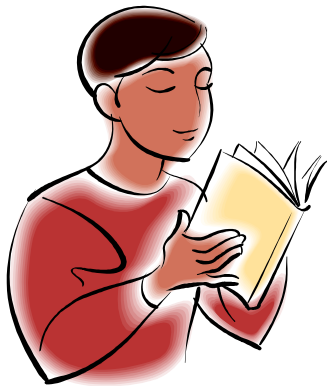


This presentation was created with the goal of helping interested students succeed with study skills!



Time Management

How can managing my time help me with study?

What you may not realise that when you cram for a class your work and energy or your other classes may falter. This leads to more cramming and many up-late-stressed-out nights.

What should I do to manage my time?

Try making a schedule; your schedule can be weekly, monthly or even daily-to-do lists.



Study Groups

Why is a study group important?

Well, in study groups students can share study strategies and quiz one another before the test. Effective study groups have a common goal to do one's best. Students tend to conform to peer group norms in their patterns of achievement. So if the group values achievement, its members are likely to work hard; conversely, if the group does not value achievement, students are likely to do less than their best in order to be accepted by the group.



Studying

Tips for Studying in Groups

- **Select group members who are as concerned about being successful as you are.**
- **Share the responsibility of teaching and learning.**
- **Use study groups to complement personal study time - not replace it.**
- **Try to stay on track.**
- **Meet in a location free from outside distractions.**
- **Read the material before the meeting so you can contribute to the discussions.**

If your teacher offers a study session, then GO!
This is a great time to ask questions and will help to clarify or reinforce what you already know.

Tips for Studying by Yourself

- **Schedule a set time each day during your "alert" times of the day.**
- **Choose a quiet, comfortable, distraction-free area.**
- **Study your most difficult or least favorite subjects first.**
- **Take study breaks and avoid marathon sessions.**
- **Grab stolen moments of time to study, like when waiting for an appointment.**

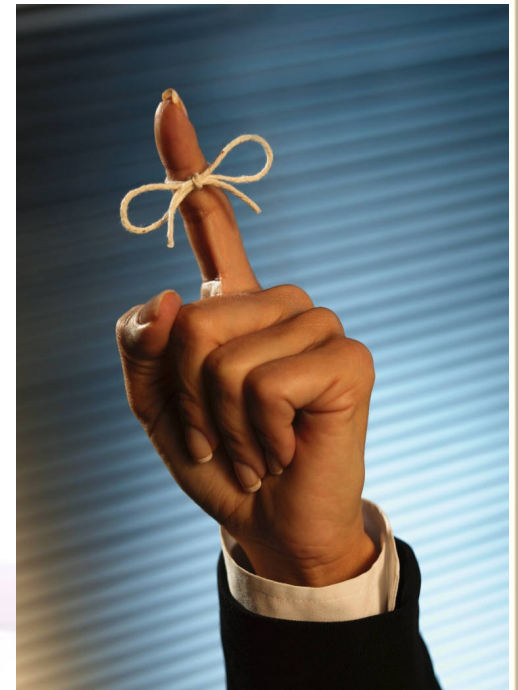


Memory and Concentration

To really learn well, there are two things you need:

The ability to minimise distractions while you are studying.

Techniques to help you remember what you have learned.



Improve your Concentration

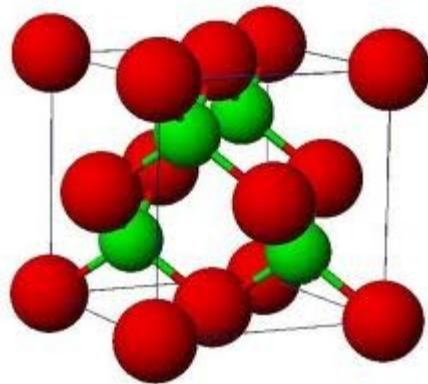
- **We're not talking about orange juice! This is about being an active learner.**
- **Many people approach studying from a passive standpoint - they read their textbook, attend classes, and go over their notes. But they do not do anything with that information.**
- **Learners who are more effective tend to re-organise the information in a way that makes sense to them. They have learned to become active learners.**
- **Ways to improve concentration and become an active learner:**
 - Create a quiet, well-lit study environment.
 - Study the same subject at the same time in the same location.
 - Take notes on what you are studying and re-arrange the information in some other way.
 - Make an association with something you already know.
 - Make flashcards to study from and then have someone quiz you.



- Make a diagram to get the "big picture" of what you are studying,
- If you are reading text, draw pictures of what you are learning, or
- If you are learning from pictures (such as in Biology class), write down what you are learning in paragraph form.



- For instance, a cation (in chemistry) has a positive charge, if you like cats, you can associate the positive charge with your feelings about cats.



Helpful Memory Techniques

To memorise information, most students simply repeat what they have learned over and over. While repetition is one memory technique, it is surprisingly inefficient. A combination of memory techniques increases the ability to recall information.

- **There are several ways that memory can be categorised:**

Short-Term vs. Long-Term Memory

Recognition Memory vs. Recall Memory



Short-Term vs. Long-Term Memory

- **Short-term memory** is used when you just need to remember something for a short period of time, like when you look up a phone number and then dial it. Ten minutes later you'll probably not remember the number.
- **Long-term memory** is used when you want to remember something for a long time, such as the information for your Chemistry test. Memory techniques help move information from your short-term to your long-term memory.



Recognition Memory vs. Recall Memory

- In **recognition memory**, you're trusting your brain to remember something when you see it or recognize it again. For example, you are going somewhere and you left the directions at home. You mostly remember how to get to your destination, but you can't remember the name of the street you need to turn on. You might think to yourself "I'll know it when I see it".
- In **recall memory**, you can remember the exact name of the street you need to turn on. You have brought the memory of the street name out of your long-term memory and into your short-term memory.



Textbook Reading

- **The SQ3R method is a proven method for getting more out of reading your textbook. Reading a textbook requires a different approach than reading a novel or for fun. SQ3R stands for:**

- Survey
- Question
- Read
- Recite
- Review



- **SQ3R ~ Survey**

- **Surveying provides a framework you can use to fill in information while you are reading the chapter.**

- Take about 5 minutes to locate core ideas from the chapter you are reading.
- Read the introduction at the beginning of the chapter.
- Flip to the end of the chapter and read the summary.
- Flip back to the beginning, and go through the chapter. Look at the titles, words in bold or italics, and the pictures and illustrations.



- **SQ3R ~Question**

- **Everyone sometimes gets to the end of a page and then can't remember anything they read. Asking questions while you read will help end that cycle and help you remember what you just read.**

- Ask yourself questions about what you are reading.
- Stop at each new heading and ask yourself "What did I just read?" and "What am I about to read?"



- **SQ3R ~ Read**

- **Read with a highlighter and pen handy. Highlight information of importance and jot in the margin why that information you highlighted is important.**



- Read to answer the questions you developed in the last step.
- Make notes!



SQ3R ~ Recite

➤ **Reciting what you learn is one of the most important things you can do to transfer information from your short-term to your long-term memory.**

- Say the answers to your questions out loud.
- Pretend like you are teaching someone else what you just read.



SQ3R ~ Review

Reviewing what you learn is essential in retaining information.

If you review what you learned within 24 hours of learning it, you will remember 80% of what you learned.

If you don't review, you remember only 20%. Then you just have to spend a lot of time learning information you already learned once.

Think of the “big picture” when you review. How does what you learned relate to other things in that course?



Note-Taking

- **There are many ways to organise yourself when it comes to taking notes:**
 - **Will you use a 3 ring binder or a spiral bound notebook?**
 - **Will all classes be kept in one notebook or stored separately?**
 - **Do you have your class notes setup so they are legible and easy to understand?**
 - **How much time do you spend preparing your notes before and after class?**



Test Taking - Ways to Stay Calm!

Before the Exam

- Get good sleep the night before.
- Give yourself enough time in the morning to do your regular routine.
- Eat a good, nutritious breakfast.
- Give yourself positive, reassuring statements throughout the day (such as "you can do it" or "you know the material, so relax").
- Quit studying at least half-an-hour before the exam and do something relaxing.
- Avoid getting to class too early. (The time right before the exam is usually spent worrying about the test.)

During the Exam

- Avoid students who'll ask you questions before the exam. (This will only increase your anxiety.)
- If possible, sit in the seat you normally occupy in class.
- Be sure to read all directions.
- Look over the test and do the questions worth more points first.
- Don't change your answers. (Unless you're sure you were wrong the first time.)
- Read each question twice, slowly.
- Skip questions you can't answer and go back to them later.

Physical & Mental Well-Being

How to Relax

Stress is a basic survival skill and can be very useful in emergency situations. Before a test however, stress or anxiety can undermine your ability to do well. To restore your body to a less-stressed state, try the following exercises:

➤ **Breathing**

- Breathe in for 6 seconds, hold for 6 seconds, then breathe out for 6 seconds. This will counteract your body's stress response of shallow breathing.

➤ **Visual Imagery**

- Imagine that you are in a place that you love -- your Grandmother's house or a beautiful meadow in the woods. Imagine that you can hear, smell, feel, taste, and see what is happening around you. This counteracts your body's stress response of racing thoughts.

➤ **Muscle Relaxation**

- Tighten your muscles as hard as you can for a few seconds, then relax them. This will allow your muscles to be more relaxed than when you started, counteracting your body's stress response of tense muscles in the "fight or flight" response.

