

STUDY SKILLS TIPS FOR STUDENTS



Enhanced Learning
Educational Services
"the study skills specialist"

Tips # 1-25

TIP 1 – MUSIC WHILE STUDYING

Should you listen to music when studying? In an ideal world we would probably say no music (except classical baroque music which actually can help your memory) while you are doing schoolwork. But a good compromise is as follows. If the work is not very difficult, and fairly routine, then have whatever music you like on. It will make you feel relaxed and help you stick to completing the work you need to do. But if the work requires higher order thinking skills, i.e. studying for a test, trying to understand something difficult, doing an essay plan, trying to learn or remember anything – then switch the music off. Otherwise it will end up taking you much longer to complete the task (even though you are convinced it is not affecting you!). Just get in the habit of stopping and asking yourself each time before you start work whether it is the type of work that requires you to really focus and concentrate and if it is – switch the music off for awhile. The same approach goes for doing work in front of the TV.

TIP 2 – ASKING FOR HELP

One of the qualities that make a student more successful is the ability to ask for help when it is needed. Some students are great at this, they regularly ask questions in class or ask for additional help when they are having difficulties. Other students wait until they are weeks into the topic and it becomes a major struggle to fix the problems in understanding that have compounded. A simple idea that really helps is to have a post-it note inside each of your books or textbook and this is where you make a note about anything you can't do or anything you don't understand. You then ask your teacher in class when there is time or ask to see them briefly at lunch or after school. Cross off your issues as they are resolved and don't let your list get too long!

TIP 3 – PROCRASTINATING

Do you ever find yourself procrastinating? You mean to start work on an assignment, but you just keep putting it off until it ends up being a mad rush the night before. Setting work targets with rewards at the end of each completed step is a well-known strategy, but an example of a less commonly known technique is the 'two-fer' concept. For this technique you have two tasks, one you don't mind doing and one you have been procrastinating about. Decide on a set period of time that you will work for. During this time, if you have any trouble working on one task or reach a point where you have a bit of a mental blank, you should then switch to the other task and alternate between them. Of course it is better to focus solely on one task but if this isn't working by alternating between two tasks at least you are being productive for the whole period of time and forcing yourself to do some work on the less favoured task.

TIP 4 – HOW DO YOU STUDY

A number of students have submitted questions asking how you actually study for a test. Do you just read through what you did in class? The answer is definitely that you have to do more than just read if you want to remember and be able to apply the information. Firstly you should make some point form notes on what you read in your textbook and classnotes. This

will get you to think about what you are reading. Once you have condensed the information you need to learn into a set of study notes, you then need to start memorizing this information by testing yourself on it. Read a section, then see what you can say out loud or write down without looking. You will need to do this over and over until you find you can easily remember the information. But that is not enough either! You also have to see how well you have understood what you have learnt and whether you can apply the information. This means doing as many questions as you can and checking your answers – going back and doing questions out of your textbook or from revision sheets, doing practise essays, whatever types of questions you will have to do in the test. And of course, you then ask for help on anything you can't do or don't understand.

TIP 5 – USING CLASSTIME

What are the advantages of using classtime efficiently? Well, you will complete more work in class and so have more free time at home, your teacher will be pleased with your application and so will your parents when they read your report, and of course, you will learn more! And if you don't use classtime efficiently? Well you will have to do more work at home, you will find you don't always understand the work, your teachers will have to be continually disciplining you and you may even make it harder for other people in your class to learn. The benefits of working in class are clearly obvious! So what does working effectively in class mean? It means listening, contributing, staying on task, and working to the best of your ability. It means learning to focus and concentrate and developing the discipline to do work even if it is not your most favorite subject!

TIP 6 – MANAGING WORKLOAD

There are some simple steps students can take to improve the way they manage their workload and avoid the stresses of last minute work. At the start of every term all students should ensure they have a term planner on the wall at home with due dates for tests and assignments clearly marked. Due dates should be written into a diary as well and highlighted. But writing due dates into the diary is only the first step. After receiving details about a task, students should ensure they understand the requirements of the task (and ask if unsure) then brainstorm the steps to complete this task. These steps then need to be scheduled into the diary, written in as homework so there is a plan to complete the work over the available time. This plan is just a guide of course; students can complete the work earlier! But by scheduling the steps to be done as homework, students are much less likely to leave the task to the last minute and can reschedule steps if they have too much other homework that night.

TIP 7 – WORKING WELL AT HOME

Unfortunately lots of students do not work effectively at home. Some students come home after school and just sort of 'wait' until they feel like working. And what happens is that they never feel like it so they just don't get started!

Other students start work not long after they get home, but they drag their work out over the whole night doing work in front of the TV, or the computer. It takes them the whole night, but they hardly get any work done and they don't feel like they have had a break at all.

A much more effective way is to keep your school work and your personal life separate. Don't do your work in front of the TV, don't do it while on social network sites or while using chat, instead work in 20-30 minute blocks of time.

Learn to really focus and concentrate on what you are doing for a block of time. You will be amazed at how much work you get done and how productive you are during this time. Then at the end of that half hour period you have a proper break and really enjoy your free time.

TIP 8 – METACOGNITION

Every now and then you might hear students ask their teacher 'what is the best way to study?'. There is a very short answer to this – there is no best way! An important lesson for students to learn is that everyone learns in different ways, everyone has different approaches and preferences, and what works well for one person may not work well for another. This truth applies to all aspects of effective learning – time management, research skills, writing skills and so on. There are certainly good techniques and strategies available in all of these areas, and also approaches that work well for the majority of students; however it is essential that all students try different techniques to see what works best for them. Your preferences could also change over time, so it makes sense to at least once a year stop and reflect on your approach to your schoolwork, what did you do, what worked, what didn't, what should you change, what should you keep, what new things could you try. This is what 'metacognition' is all about. It means taking the time to try and understand more about the process of learning and your role as a learner. Students who take a metacognitive approach to their learning definitely improve their results much more than those who do not.

TIP 9 – HOMEWORK VS STUDY, WHAT'S THE DIFFERENCE?

In Primary school life was different, you just did the work your teacher told you to do. So if you had homework and assignments, you did them then stopped. But in high school you don't just do what your teacher tells you to do. Instead, you are supposed to aim to do schoolwork for a certain amount of time each night. For junior years this may be 1-1.5 hours per night and in the senior years as much as 3 hours per night – this will vary between individuals and between schools. This is where the general concept of study comes into play. If you have no more homework or assignments, then you are supposed to actually go looking for what else you could do to help you improve your understanding of what you are learning at school – and it is this that is often referred to as 'study'. Basically it means doing things that will ultimately help you get better marks at school. So each night, you do your homework and assignments first, then spare time from the total time allocated for schoolwork is to do some study. This might mean going back and reviewing what you did in class over the last day or even over the last week. It might mean doing extra questions on areas you find difficult. It might mean making study notes. It might mean doing questions from an additional textbook or study guide. It might be making flashcards on a topic. It might also mean developing your own study skills!

TIP 10 – CORRECT SPELLING AND GRAMMAR – WHO NEEDS IT?

So why is it so important to use correct spelling and grammar in your writing? Very simple, people will form an impression of you through the quality of your work. How many times have you seen a website with incorrect spelling and it seems a bit dodgy? Imagine how embarrassing it would be in a job if your colleagues and boss had to correct your spelling and grammar all the time? Or a client rang to complain about all the mistakes in a document you sent? Correct usage of English ensures that you present a professional appearance to the world. It does not mean you have to use big fancy words, you just have to use the words you choose to use correctly!

So how can you improve your spelling and grammar? Start to pay attention. Pay attention to what you read and what you write. When the spellchecker on your computer corrects you, don't just hit accept, instead look at how you spelt the word, and how it is supposed to be spelt, so you will know for next time. If you know you have a particular weak area, for example commas or apostrophes, always ask someone to check these for you and try and learn when what you have done needs to be changed.

TIP 11 – WHAT ARE STUDY SKILLS?

Study skills are known by lots of different terms: effective learning skills, learning to learn skills, metacognitive skills, self-regulating skills, independent learning skills. Whatever you like to call these skills, they are the generic skills that help students work more effectively at home, manage their assignments and study efficiently for tests and exams.

Some of these skills you will develop as part of your experiences in particular subjects. Other skills are more focused on the way you approach your work at home. But why are these skills important?

Well firstly getting higher marks will certainly give you more choices about what you might do when you leave school. There is also a strong sense of satisfaction in knowing that you did your best so you can walk away without regret.

However the importance of developing study skills goes way beyond these two reasons. The study skills you develop at school are actually lifelong learning skills. Regardless of whether you stay in the same career for your whole life or change careers 10 times, you will continually have to be learning. You will have to be certified, meet certain regulations, learn new elements of your job, study to move to the next promotional level – you are going to be learning for your entire life, it doesn't stop just because you leave school.

Through developing good study skills you are also developing personal management skills – how to make yourself do things when you don't want to do it, how to ask for help, how to manage and organise your resources – all sorts of things that will contribute to your future

success. People with strong learning skills and self-management skills are more ready to face the challenges of succeeding in what can be a very competitive world. So each time you manage to get yourself doing something you didn't feel like doing, celebrate another success in the development of your personal strengths and abilities!

TIP 12 – PREPARING FOR EXAM BLOCKS

Follow these four simple steps to preparing for tests and examinations:

1. Fact Finding – find out all you can about the upcoming test and what you need to study by asking your teacher politely at an appropriate time.
2. Get Organised – get your notes and papers organised and make sure nothing is missing. Then start working on study notes, you want to do this as early as you can.
3. Plan Your Time – now decide what you will study when by allocating a few subjects per night to focus on, it is a good idea to write this plan in your diary.
4. Start Studying – this means learning the content by testing yourself over and over on the content. There are many different ways you can learn the information. The key is to make sure you don't just read the information, you have to test continually if it is in long term memory. You also need to make sure you do lots of practise, This means finding questions you can do to see if you remember what you have studied and if you can apply it. You should do these questions without looking at notes or answers and under time limits, trying to simulate the exam conditions as much as you can. That way you can find out what you can and can't do and fix up the things you don't know how to do yet. Keep a list of questions you need to ask your teacher about and always ask them for extra revision sheets if you need them.

TIP 13 – STRETCH YOUR BRAIN

With the start of the year fast approaching, take the time to ask yourself these questions:

- How well did I do last year at school?
- Did my particular style of thinking or approach produce more or less than I had expected?
- What could I have done differently?
- What might I change to help me improve this year?

Take a piece of paper and write down the top 5 changes you want to make in your approach to school this year.

The holidays are also a perfect time to stretch your brain. The best thing you can do for your brain is to try something new, this will build new neural pathways in your brain. So these holidays, try at least one thing you have never done before, Sudoku, start learning a new language, try a new sport, take up a new hobby, even brushing your teeth with the opposite hand can have a beneficial effect on the brain.

TIP 14 – BARRIERS TO ACHIEVING GOALS

The start of a new year is always a time for new year's resolutions. But how many of us set goal after goal that are just left by the wayside? There are a number of reasons why goals are not achieved:

- No action plan created of steps to take to move towards the goal.
- No true commitment to the goal or personal stake in the outcome.
- A negative attitude, lack of self-confidence and negative self-talk.
- Not rewarding yourself along the way for milestones achieved.
- Trying to spread your focus across too many goals.
- Fear of failure that becomes paralyzing and prevents action.

TIP 15 – TERM PLANNERS

A great idea at the start of every term is to print off the term planner. These can be found on the Freebies page of www.enhanced-learning.net. Simply fill in the dates for the term, and place the term planner somewhere visible at home – for example above your desk on a noticeboard.

As you are told about a test or assignment, write these onto the appropriate date on the term planner. Highlight tests in one colour and assignments in another colour so they stand out clearly. Cross off each day as you go, so you have a clear picture of how the work is spread out over the term and how long until things are due.

Writing these due dates in your diary as well is essential of course, but it does not give you the overall picture like a term planner does. This is a good thing to do at the start of every term right from the start of secondary school through to the end (and beyond to university as well!).

TIP 16 – CARING FOR YOUR NOTEBOOK COMPUTER

FOOD AND DRINK: Food and drink don't go well with computer screens and keyboards. Keep drinks especially well clear.

CASES: Notebooks don't bounce, so keep them in their protective cases/covers and don't use them on unstable surfaces.

BAGS: If you have your notebook in a bag or backpack be conscious of their fragility and breakability. Don't throw your bag around, drop it or place things on top of it if your notebook is inside.

HEAT: Don't leave a notebook in a car for too long, especially on a hot day. Notebooks don't like extremes of weather temperature.

PETS: Be aware that pets may like to chew through power supply cables.

TRIPPING: When you are using your power supply, be aware of trip hazards. The cables inside the power supply are also easily broken so even though it may look as though it is OK, it could stop working.

DUST: Avoid dusty or smoky environments. Don't store the laptop somewhere dusty (like under your bed) as the air filters can get blocked.

AIR VENTS: Work out where the air vents are on your computer. Make sure you don't block the vents when the computer is on or it may overheat.

STORMS: You should always unplug the computer from the power outlet during a lightning storm. Otherwise your data may get fried!

TIP 17 – IMPROVING TYPING AND HANDWRITING SKILLS

So you don't have much homework tonight? Assignments and study notes up to date? Have you ever thought about spending a bit of time each night learning touch typing?

Touch Typing is when you can type without looking at the keys while you type. This means you can type much faster than if you had to look and see where each key is, and it means you can keep looking at whatever it is you are typing instead of the keys. This is an incredibly useful skill to develop – it will help you at school and later in life as well, improving your efficiency and speeding up work on assignments and essays. Once you learn touch typing, you will know where the keys are located on the keyboard through your sense of touch and you will be able to look at the screen or whatever you are typing rather than the keyboard. There is lots of free software to help you develop your touch typing skills available on the web.

But don't neglect your handwriting skills either. As long as you have to submit handwritten work or handwrite for tests and exams it is also important to improve the legibility and speed of your handwriting. Check out this site for a very cool tool: www.ringpen.com

TIP 18 – IMPROVING STUDY SKILLS

'Study skills' can be found under a variety of different labels in schools: effective learning skills, learning to learn skills, metacognitive skills, self-regulating skills, independent learning skills. Whatever label you like to use, study skills refers to the group of transferable skills that help students work more effectively at home, manage their workload, and study efficiently for tests and exams. These are skills that help students reach their personal academic potential at school and beyond.

Equipping students with skills that help them navigate the mire of school academic expectations and assessments is but one ingredient in the recipe of students achieving their personal academic potential. Other contributing factors are, for example, teachers, teaching style, parents, individual ability, motivation and a supportive learning environment – just to name a few! However, fostering the development of study skills gives students a greater chance of reaching their academic potential in a more efficient and effective way than those without these skills.

How do students develop these skills? Some students may develop these skills in primary school, some through sharing or modelling with friends or relatives. For some it is through personal trial and error or assistance from parents. Teachers also embed many of these skills into their curriculum and the school looks for opportunities to develop these skills whenever possible.

TIP 19 – TYPING VS HANDWRITING NOTES

Should students type or handwrite their notes?

Short answer, you are better off doing whatever the exam or test will be. So if the exam is handwritten, it is better to handwrite notes. This creates muscle memory, it sets up a pattern in the brain of what you will be doing in the exam. If you do not have exams, then it does not really matter, you can choose to either type or handwrite your notes.

For students who do have written exams, you are better off getting used to writing as much as possible, especially as these days students do less and less pen to paper and more and more on the keyboard. It is also argued that by writing the information, you set up pathways of familiarity and recognition in your brain that will kick in when you are in an examination situation.

On the other hand, some subjects have so much content that to try and wade through it with handwritten notes would take forever. A good compromise for students who would prefer to type is to start making initial notes on the computer as this allows you to cut and paste, group information and rearrange it with ease. Once you have a core set of notes completed, you may like to further summarise some sections on paper using a more graphical or visual form of note-taking such as mind-mapping. And when you are learning the notes, read a section, then see what you can write without looking, this way you will be testing if the information is in long-term memory and practicing your handwriting at the same time!

Given that students now have to be masters of both the pen and the keyboard it is important to develop both legible handwriting and touch typing skills.

TIP 20 – APPLICATIONS TO HELP MANAGE ONLINE DISTRACTIONS

Distracted by Facebook, YouTube, email or other websites you waste lots of time on? Students have found the following applications really useful. And they like the fact they get to make the decisions about how and when to use them.

FOR MACINTOSH USERS:

“SelfControl” is a free downloadable application which blocks access to incoming and/or outgoing mail servers and websites for a predetermined period of time.

For example, you could block access to your email, Facebook, and twitter (you choose the websites etc to be blocked) for 40 minutes (you choose the time), but still have access to the rest of the web so you can do research etc.

Once you start the time, it cannot be undone by the application, by deleting the application, or by restarting the computer – you must wait for the timer to run out.

Students have found this is a great way to manage technology distractions, set the timer for 30 minutes and do 30 minutes of effective work without being distracted by your technology!

Download at <http://visitsteve.com/made/selfcontrol/>

FOR PC USERS:

You can download a similar program called “Freedom” for a small fee. You can even try it out 5 times for free then after that you are charged a \$10 one-off licence fee.

Freedom is a simple tool that locks you out of all networking (Internet browsing, email, etc.) for anywhere from 15 minutes to 8 hours.

And once you invoke it, there’s no way to quit out of it, short of rebooting your computer.

This is not as good as the Mac program above as with that program even rebooting does not work! However as rebooting is a pain, it is likely you will stick it out and keep working when it is only for another 15 minutes or so.

The other issue is it locks you out of the Internet completely, whereas with the Mac software above you get to choose which sites you are blocked from but you could keep researching on the web – not the case with this software. However if you are distracted by everything on the internet, then maybe this is the software for you!

There is both a PC and MAC version of the Freedom software. Download at <http://macfreedom.com/>

And now there is also a free version for PCs you can check out: Cold Turkey <http://getcoldturkey.com/faq.html>

STUDY SKILLS TIP 21 – PREPARING FOR SENIOR STUDIES

As many senior students prepare to leave school at the end of this year and embark on further education or a new career, a whole batch of students are preparing to join the ranks of the senior students at their school next year.

As students approach the senior years, they are expected to start taking more responsibility for their own learning. For many students part of this is a realisation that they need to do their schoolwork for their own sake, to keep options open for their own future – so they start to work for themselves, not just because their teacher or parent says they have to. Other students come to realize that in order to cope with the increased workload in the senior years, they need to work more efficiently at home and in the classroom, small changes like changing who students sit next to can make a big difference to how much work is completed in class.

So for students who are commencing their senior studies next year, the final term this year is important in taking stock of your approach to school and your studies. Do you work well in the classroom? Who do you sit next to? What are your listening and research skills like? Do you have systems in place to manage your homework and assignments? Do you know how to study effectively and have you tried different study techniques?

It seems many students think they will wake up Day 1 of their senior studies and suddenly have become a ‘super student’ overnight. This does not happen! Habits take at least a month to change – sometimes longer if they are deeply ingrained.

STUDY SKILLS TIP 22 – MOVING RESULTS TO THE NEXT LEVEL

Level 1:

It is pretty hard to get decent marks if you aren’t doing at least the three ‘E’s on Level 1:

- **ENROLMENT:** coming to school every day, attending every lesson.
- **EQUIPMENT:** coming to class with textbooks, writing paper, pens.
- **ENGAGEMENT:** working in the classroom, trying your best, doing what you are asked to do.

Level 2:

Got the basics under control and ready to move your results to this next level?

Then this is what you need to do next:

- **COMPLETING SET HOMEWORK:** Your teachers are giving you this work for a reason! To help you understand the subject better. It makes sense to put a bit of effort in to do this work.

- **PARTICIPATING IN CLASS / ASKING FOR HELP:** By participating it helps you understand better in class which means less work to do at home. It is also important to ask for help from your teachers if you do not understand something.
- **HOME STUDY ENVIRONMENT / ORGANISING RESOURCES:** It is important you can find everything you need when you need it. Consider how you have set up your workspace, how you manage all the paper and all of the digital resources you receive in the senior years.

Level 3:

Now that you have got things set up, time to make your life easier, and your study more effective, with the techniques on this next level.

- **PREPARING FOR ASSESSMENTS:**
 1. Use a Term Planner or Term Calendar so you can clearly see when assessments are due.
 2. Use a Diary to help plan for assessments - make a plan of work and keep track of what you have done.
- **WORKING EFFICIENTLY AT HOME:**
 1. Working in half hour blocks with no distractions.
 2. Making a study plan or study timetable.
 3. Making a plan each afternoon before you leave school.
 4. Using software such as 'Self-Control' and 'Freedom'.
 5. Separating school work and personal time.
 6. Allocating set times to schoolwork.
- **USING THE 1,2,3 STUDY METHOD:**
 1. Avoid just reading your notes over and over.
 2. Avoid leaving study until the last minute.
 3. Instead, this is how you study in the senior years:

1. MAKE STUDY NOTES

2. LEARN THE NOTES BY TESTING YOURSELF ON THEM

3. DO LOTS OF QUESTIONS TO PRACTISE YOUR SKILLS.

Level 4:

So you have decided to go all out and aim for great marks. Well done you! The nice thing about school is that it rewards hard work and effort, you don't have to be a genius, you just have to get stuck into it. If you are ready to move your results to the next level, here are your next steps.

- **MAKING STUDY NOTES EARLY:**

1. Don't wait until exam time. Make your study notes as you go, often at the end of a topic or section or every few weeks.
2. File away your study notes when complete so they are ready for exams.
3. Try advanced forms of note-making.

- **USING A WIDE VARIETY OF STUDY TECHNIQUES:**

1. The more different ways you interact with the information you are trying to learn the better chance you have of retaining this info.
2. Explore which study techniques are most suited to your style of learning.

- **AIM FOR 2-3 HOURS OF SCHOOLWORK PER NIGHT (FOR SENIORS):**

1. Do homework first.
2. Then work on assessments.
3. If you still have time, continue with work on study notes.
4. If notes are up-to-date, think what else you could do to improve your understanding of the subject, study guides, practice papers, revision books, practice essays.

STUDY SKILLS TIP 23 – END OF YEAR 'SWOT' REFLECTION

At the end of the year it is always a good idea for students to reflect on their approach to school. Not every student can achieve the best marks, but every student can achieve the best marks they are capable of, their own personal best. By focusing more on improving learning, and gaining deeper understanding, rather than just on marks, students often find their results improve significantly.

A great approach for students is to undertake a simple SWOT analysis:

Strengths:

- What are your strengths as a student?
- What achievements from this year can you celebrate?
- What do you do really well at school?
- What skills have you developed?
- What learning have you really enjoyed?

Weaknesses:

- What are your weaknesses as a student?
- What areas could you improve in?
- What skills need more work?

Opportunities:

- What opportunities exist for you to improve your approach to school?
- What could you do differently next year?

- What could you do to have better quality learning experiences next year?

Threats:

- What is standing in the way of you achieving your personal best?
- What obstacles do you need to overcome?
- What actions could you take to deal with any threats to achieving your personal best?

STUDY SKILLS TIP 24 – NEW SCHOOL YEAR RESOLUTIONS

Just like many people choose some new year's resolutions, it is a great idea to set some targets for school this year.

Here's what you do:

Brainstorm ideas on what you could do this year at school or at home to improve your learning, to make yourself more effective or to improve your results this year. Let all the ideas flow unrestricted. Ask your parents and family and friends for ideas. It might be things like 'do study notes at the end of each topic', or 'work in half hour blocks with no Facebook during that time'. Once you have lots of ideas, it is time to focus. Cross out the ones that aren't that great – there will be a few. Now read through what is left. Choose the top 3 ideas that if you implemented them would make the biggest difference for you. But no point just circling these, you need to take action!

1. Write the 3 things you are going to try and do and focus on this year on a big piece of paper or whiteboard and place it somewhere in the house where you will see it every day – like your mirror! Or the fridge! Or the toilet!
2. Tell at least 3 people what you are aiming to achieve this year. Maybe a friend, a family member and a teacher.
3. Put reminders in as many places as possible, if you have an iPhone you could create an electronic reminder that pops up each week. Write it in your school diary, in your books.
4. Aim to have a regular time each week where you assess how you are going with these actions.
5. At the end of the term, think about how you are going. If you have them under control, what else could you try. If they are not under control, what could you do differently?

STUDY SKILLS TIP 25 – HOME STUDY ENVIRONMENT

The start of a year is a good time to reassess the space where you work at home. Here are some points to consider:

1. Natural lighting is best, but if not possible then a good strong bulb in your room and a bright desk lamp is essential. What is the lighting like in your study area?
2. Fresh air and oxygen to the brain helps keep you mentally alert. What is the ventilation and air quality like in your study area?
3. Your work space sets the tone for the way you approach your study. Is your desk large enough? What is your working space or desk like?
4. The chair you use should be comfortable (but not so comfy you fall asleep) and adjustable to reduce strain on your neck and shoulders. What is your chair like?
5. When you are trying to memorise things, quiet is essential. No music (unless it is certain types of classical like baroque). How effectively can you keep your room quiet?
6. Storage is essential to help you keep your notes organized and sorted. Shelves, a filing cabinet, drawers. What is the storage like in your room?
7. It is important to keep your study area uncluttered and organized. A large pin board for notices and a calendar are useful. How organized is your study area?
8. How many distractions do you have in your room? TV, stereo, computer, phone etc? It is always a good idea to switch off or remove distractions before you start work. How well do you cope with the distractions in your room?



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