

Study Guide

for successful learning



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for successful learning

Being Organised

Time schedule
Due Dates
Materials
Equipment
Study space

Knowing Yourself

Learning style
Concentration
Focus
Doing it well
Finish the task

You

Motivation to learn?
End goal?
Activate your learning capacity



Effective Reading

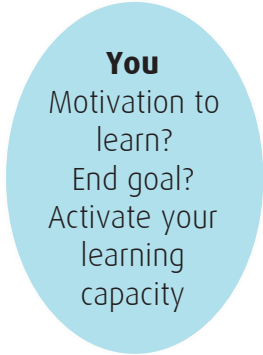
Research
Note taking
Memory

Effective Writing

Essays
Reports
Assignments
Assessments
Projects

Exams

Preparation
Support
Useful resources
Self-care
&
reducing stress



You
Motivation to learn?
End goal?
Activate your learning capacity

About You

Understanding what motivates you and how you learn best is a great way to drive your studies.

With purpose comes the energy and drive needed to reach your goals.

- What are your needs & passions?
- What motivates you?
- What's your most effective learning style?
- Do you know yourself and what works for you?

Mindfulness to unlock your motivations

Pay attention to the purpose of your studies. What are you feeling when you think about the purpose or end goal you are working towards?

Why are you motivated and what are the reasons for your interest and motivation? Focus on how you are feeling right now.

Intrinsic motivations -Behaviour that is driven by internal rewards. You feel happy because it is meaningful, you have had a choice in what you are doing, competent and a sense of satisfaction and progress. A feeling of accomplishment.

Intrinsic motivations

- Learning a new skill
- Overcoming a challenge
- Satisfying a curiosity
- A sense of control
- Comparing our performance to others
- Helping others
- Recognition & accomplishment
-
-



Mark the items that are motivating you and add any other internal influences.

Extrinsic motivations -Behaviour that is driven by external rewards. You feel happy because you receive something for what you are doing from an external source.

- Money
- Fame
- High grades
- Praise
- Recognition
-
-



Mark the items that are motivating you and add any other external influences.

Thinking about your purpose and end goals. Write a few sentences about where your motivation and drive comes from.

What happens if you lose motivation?

1. Think about the big picture

- What is your end goal/purpose for studying? e.g. becoming a lawyer, carpenter, teacher.
- Is this still your end goal?

What happens if you lose motivation?

2. Have you got a balanced schedule?

- Are you comfortable with all your subjects?
- Do you need to put more time into some subjects and less for others?
- Are you getting enough down time, rest and me time?

3. Take regular breaks

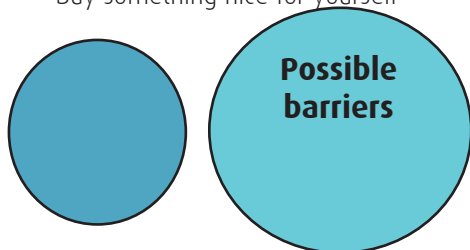
- A sensible schedule with regular breaks gives you a better chance of remembering what you are studying.

4. Try to have fun when studying

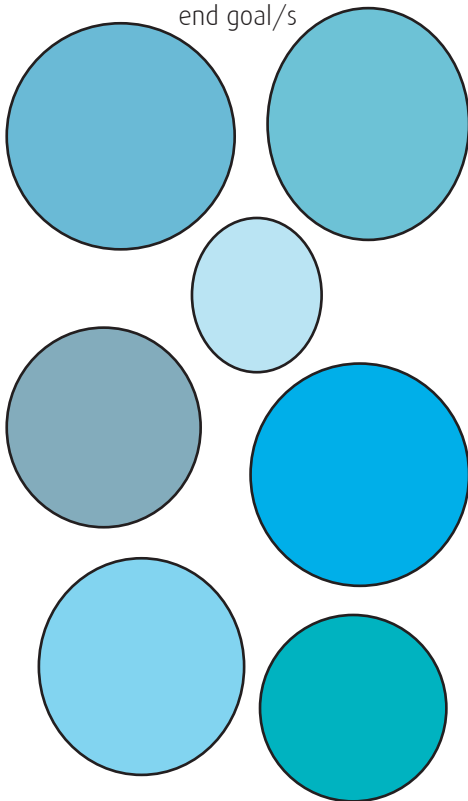
- As crazy as this sounds the more enjoyable you make it the easier it will be.
- Look at where you study.
- Are you studying with friends?
- Try taking notes by using diagrams or visually mapping things
- Watch a movie you are studying with a friend, write comparing notes

5. Give yourself a reward for your hard work

- Good grades or achievements deserve a reward
- Treat yourself to something nice
- Go out for coffee, lunch, to the movies or to the beach
- Buy something nice for yourself



Important steps I need to take to reach my end goal/s



Activate your learning capacity

1. Active learners successfully manage their own learning

- Be enthusiastic about learning something new. If you already know the information then ask questions about what you don't know to deepen your knowledge.
- Get involved in discussions and debates
- Empower yourself by making decisions about your learning, choose to take control and succeed.
- Know that you are capable. So just go ahead and do what needs to be done.
- Be a team player, work together to solve problems and encourage and motivate others.

2. Set Goals

- Setting goals gives you something to work towards
- Break goals down into steps that are achievable and measurable
- Have a back up plan if things change direction

3. Be inquisitive

- Research and read widely
- Pick a book that you wouldn't normally read
- Gather information
- Analyse and evaluate information. What benefit was it to you? How has it helped you or others? What is the message or purpose of the text?
- Make informed decisions by finding out as much information as possible
- Use resources available to you
- Challenge others ideas and your own.

Knowing Yourself

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Learning Styles

Recognising the learning styles that you like can assist with the retention of information and the enjoyment of your learning.



Visual (seeing)

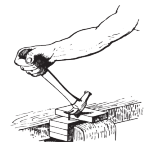
You prefer to learn through visual representation of

the information.

- Graphs
- Pictures
- Diagrams
- Film/documentary

Kinesthetic (doing)

You prefer to learn by doing the activity.



- Remember by doing the task
- Speak with your hands
- Move around
- Manipulate objects
- Physical experiments
- Learn by trying
- Working in groups to solve problems
- Touching



Auditory (listening)

You prefer to learn by listening and hearing the information.

- Reading
- lectures
- exploration through words

Concentration and focus

To allow you to concentrate and focus on your studies, eliminate as many distractions as possible.



Circle the items that distract you the most. Being aware of the distractions can assist you in managing them better.



Find a study space that will have the least amount of distractions and interruptions.

Turn off electrical devices, exit out of your email.

Take breaks between subjects so you don't get bored, try to avoid mixing subjects up and getting confused.

Doing it well

Just doing enough is easy, however doing something well takes focus and energy.

You get out of life what you put into it. If you put little effort in you will get little results, if you put big effort in you will get big results. So this is up to you.

Set yourself challenges big or small, this can help with reaching a bit higher and extending yourself further. For example;

- Get higher than 85% in my next maths test.
- Achieve a high ATAR score
- Go to university
- Focusing on my homework without interruptions



Write down a few personal challenges that will push you to improve or do something better than before.



Finish the task

Finishing a task or a piece of work gives you a sense of achievement, Intrinsic motivation, extrinsic motivation, builds self-esteem and keeps you on track.

Again setting an intension to finish something sets the scene for you to actually do it. For example;

- Finish the essay in class today
- Finish the first part of my assignment by Wednesday
- Finish designing my project



Set yourself a few clear intentions below around finishing your current tasks. What are your priorities?

*
*
*
*



Time schedule

When are you most productive? In the morning, lunch time or afternoon? Use your most productive time of the day to tackle any study, assessments or tasks that you find challenging or have been putting off. Use a time schedule to map out your day, ensuring you allow time for rest and some time for yourself.

There is a blank time schedule and study plan at the end of this booklet.

Things to consider when creating your time schedule and study plan.

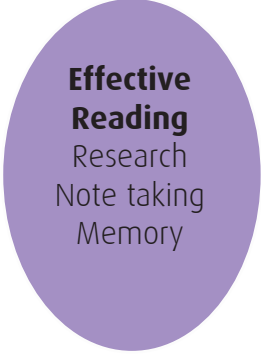
- Managing your time well is a skill that will help you in your life and your studies.
- When setting time aside for study, the key is to use this time effectively.
- Follow your plan and make adjustments along the way to maximise your learning.
- Try and avoid leaving things to the last minute
- Spread your study across the week
- Try and create a routine that works
- Make a plan at the end of the week for next week
- Have a diary or calendar with all the due dates, test and exams for each term.
- Make one day in the weekend free from study where possible.

Materials, equipment & study space

Clean your study area, reduce clutter and create an environment that you would like to spend time studying in. Make sure the room is at a good temperature, has adequate lighting, a comfortable chair and desk.

Get organised by gathering everything you need for your studies; Text books, note paper, pens, pencil, ruler, highlighters, calculator, water and any other materials you need.

Drinking 8-10 glasses of water a day improves problem solving and brain performance.



Effective Reading

Research Note taking Memory

Research

What information are you trying to find or learn about?

The primary purpose of your research and reading is to find out information related to the topic, subject or assignment you are working on.

Having a clear understanding of the purpose for your reading helps you find the appropriate text and information easily and efficiently.

How to read effectively

You will most likely have a lot of reading to do. Here are some tips to make it easier.

- Note down the information and content you are trying to find, have this close by
- Look at the Table of contents, Chapter headings and subheadings
- Identify and mark where the information is located in the text that is most important to your needs
- Read the preface and introduction
- Look for the glossary in the back and review key words used in the text
- Review the index for other useful text
- Flick through the pages and run your eyes over diagrams and pictures
- See if the book has chapter summaries and question guides or look for these online
- Read the first and last paragraphs of the most important chapters that you noted earlier
- Find out the writing style of the book by reading a couple paragraphs of text here and there.
- Watch the movie or film based on the text, this will give you an overall feel for the story.
- Don't waste time reading unnecessary text that is not providing the answers to the information you need.

Note taking

You cannot rely only on your memory, note taking imbeds your learning and gives you something to refer back to when needed.

Taking your own notes puts the information into a format that you understand, its in your own language.

Here are some tips for taking notes.

- Only write down key points and summarise the information being taught
- Put it in your own words or in a way that makes sense to you.

- Use good A4 lined loose paper or in a bound book , if possible one for each subject or a section per subject so as it is organised and easy to find.
- Write the subject, topic and date at the top of the page and number the pages at the bottom. This helps later if you decide to tear out the notes.
- Staple them together if you do tear them out later.
- You may like to take notes directly on your computer or ipad, again name and date the file so you can find the info later. Put the file in a folder for each subject or topic.
- Keeps notes on one side of the paper only, it helps when you can lay the info out side by side with turning it over.
- If you can read your own notes then it's ok. Don't worry about anyone else being able to read them.
- Use headings, highlighters and different colours to differentiate between important notes and information. Use a method that works for you.
- Leave some space after a particular topic, so you can add further notes later.

The most important thing is to take notes. Without notes you will forget the content and not be able to peice each class together or get an overall picuture of the subject matter or topic.

Other key tips:

- Take a photo of the board
- Write down any key points the teacher is talking about or asking for
- If you miss a class ask your friends for notes or information
- If your teacher says something is "important" make sure you note this information down
- Examples are a good way to reinforce and remember information so notate these when given
- Write down any reference details about a book or person who discovered or wrote about the topic or subject matter
- Important reminders at the end of the class should be jotted down
- Write down or copy and paste hyperlinks to refer to later.
- Review your notes shortly after you have taken them, this reinforces the information and your ability to remember while still fresh in your mind.

Memory

The key to remembering is to move information from short-term memory to your long-term memory. Tips on how to do this.

- Have a study plan so you can allocate time to subjects adequately
- Space out your study. For example if you need three hours to study

for a Maths exam do it in 3 x 1hour sets with a 10-20 minute break in between

- Your brain strengthens memories during breaks
- The environment you create when studying makes a difference to your memory. The type of pen or pencil you used, how you felt and so on. Make the study of each subject memorable in some way that works for you. e.g. English has green headings.
- Set shorter periods of study for hard subjects and longer periods of study time for easier subjects
- Study subject in blocks don't mix and change around, it can cause confusion. Have a lunch break and drink of water and then start another subject.
- Make what you are learning meaningful, another words you need to understand what you are learning and not just remember content.
- To make it meaningful you need to be familiar with the subject, learn as much as you can this makes it easier to learn new related information
- Make a rhyme out of the information to help remember. "I before E except after C".
- Look for patterns in any material you learn. break long numbers into groups

SQ3R- Survey, Questions, Read, Recite & Review

Survey the material - See the "how to

read effectively" section.

Question - Ask yourself questions about the content. What did I find out? Did I find the information I was looking for? What information is useful to me in my life? What other information would I like to know?

Read - Now read the paragraphs and other detailed sections straight through including diagrams, graphs and pictures. This begins the process of placing the information in your memory in an orderly way.

Recite - Ask and answer questions about the information. Read the chapter heading and answer questions from your memory without looking at the book.

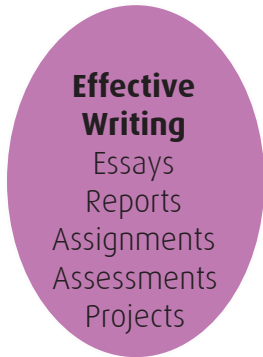
Review - Spend a couple of minutes to review the main points in the material you have just read and recited.

- Draw a diagram
- Recite or say things outloud
- Practise a skill by doing it
- Write it out or type it out
- Tell someone else what you have learnt and get them to ask you further questions
- Create flash cards
- Convert headings to questions. Add 'what', 'why', 'how' or 'where' to the heading.
- Your motivation and interest is key to making sense of and enjoying what you are learning. It makes it easier to retain and recall the information.

- Associate text with something you are familiar with. Like creating an acronym that you can remember.

For example: LOL- laugh out loud

The more times you can review the main points spaced over hours and days if possible the better you will be at remembering the material.



It does not matter what type of writing you are completing or presenting, what you need to think about is the information you are trying to get across to the reader.

What questions need to be responded to or answered?

What format is required?

Which format is most appropriate to the topic, subject and your audience.

Have the instructions or questions that need to be answered along with any guidelines in front of you, this sets the intention for what you are required to write about.

Read through the instructions thoroughly, note down any key points to remember

that are critical to the work you need to complete. What do I need to do?

How long have I got to do it?

Have I got the text I need to read or do I need to find the right information?

Break the work or assignment into sections. Plan out how you will complete each section on your study planner.

Essays

Introduction

Main essay body

What conclusions have you drawn, your critical judgement of what you have read

Summary

Conclusion

Before you start to write anything down, read the purpose of the writing again.

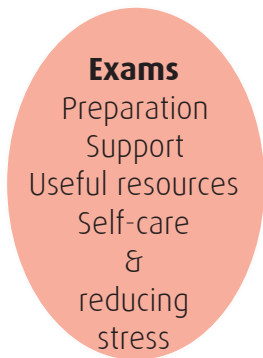
Always write a draft version, then review and read over your work to make sure it flows, makes sense, has no spelling or grammatical errors and most of all answers the question or the requirements of the task.

Present your work in a way that makes you proud of your achievement and is enjoyable for the reader with a complete reference list.

Have the due date clearly set out and recorded. Hand in your work on time.

There is plenty of useful information and templates available on-line to help you with presenting your work. This is the easy component, the hard part is meeting the

requirements of the assessment task and adequately answering the questions in your own words.



Preparation

To prepare well for exams you need to know and have a clear idea of what you are preparing for.

This is where your time management and planning skills really come into play. Referring back to the study plan template create and map out the study you will need to do coming up to the exams. Think about which exams and results are a priority for you and make sure you allow extra time for these. Preparation reduces stress, reduced stress allows you to think clearer and retain information better.

Things to consider:

- What will be the format of the exam; will it be an essay, short answer, multiple choice?
- What materials do I need and can I take into the exam?
- Review all the study you have done on the subject and topic to date.
- Over preparation is better than being

underprepared

- What were the major topics covered?
- Refer to returned assignments, handouts, class notes and any other useful review material.
- Summarise the topic again, draw diagrams or visualisation tools to help you remember, practice examples and use any of the memory strategies discussed earlier.
- Practice an exam scenario, sitting for 2-3 hours using nothing but your memory. Set yourself a mock exam, write down some questions related to the subject and topic and then practise remembering the content.
- Try not to cram in study for extended hours before the exam, this is the least effective way to prepare.
- Sleep the night before is very beneficial and a light going over the subject matter should be all you need if you have planned your study well in advance.
- **READ THE INSTRUCTIONS FOR YOUR EXAM THOROUGHLY**
- Look over the whole exam paper
- Look at how much the questions are worth and allocate appropriate time.
- Make sure you read all the answers in a multiple choice question
- Show all workings for your maths they want to see how you solved the problem as well as the answer

- Make sure you answer the question being asked and respond in the way they want you to. For example critique, discuss, define or give an account of.....
- Don't be afraid to use diagrams to represent or add detail. Label diagrams so they know what its about.

Support

Remember the “High Five Principals”

- Change is constant
- Learning is lifelong
- Access your allies
- Know yourself, believe in yourself & follow your heart
- Focus on the Journey

This is a time where you may need to **access your allies** if you are having trouble.

- Ask a friend to study with you if you need help with a subject
- Ask a parent to help you
- Ask a teacher questions or for support
- Get some tutoring
- Research more information ask for help in the library
- Talk to someone you have a good relationship with that you know will help

Know yourself, what works for you or what has worked in the past in stressful situations. How do you learn best?

Believe in yourself, trust that you have the ability to get through the exams and that you have put the time and effort in to the best of your abilities.

Follow your heart, reconnect with the purpose of your studying to give you the drive, courage and intention to succeed.

Useful Resources

<http://ceav.vic.edu.au/work-futures/student-resources/>

<http://www.wikihow.com/Increase-Your-Brain-Power>

<http://www.youthcentral.vic.gov.au/studying-training/studying-tips-resources/top-10-exam-tips>

<http://www.youthcentral.vic.gov.au/studying-training/studying-tips-resources/top-10-study-tips>

<http://www.youthcentral.vic.gov.au/study-and-training/high-school/6-tips-for-surviving-year-12>

Self-care & reducing stress



Keeping your Cool

- C Connect to Self
- O Observe Self
- O Observe others
- L Listen to yourself

Be true to your needs and follow through with your inner guidance and instincts.

This is what will keep you cool when things get busy or you are under pressure.

Connect to Self

Connecting to yourself allows you to feel your stress levels, take control of them and use tools to relieve the pressure and tension in your body and settle your thoughts.

- * Stop what you are doing
- * Stretch your arms up and then relax
- * Focus on your breathing
- * Close your eyes if you can
- * Take 3 deep breaths. Hold for a few seconds before exhaling
- * Blow out for as long as you can letting go of all your stresses
- * Remain focused on your breath until you feel the connection with yourself
- * Focus on tight or tense areas in your body
- * Stretch or massage this area or
- * Imagine breathing in through this part of your body and breathing out the tension and stress



Observe Self

Now that you know how to connect to yourself and take control of the stress in your body you will need to observe when stress is beginning to take control.

Signs of Stress:

- * Racing around
- * Racing mind
- * Negative thoughts
- * Swearing or getting angry
- * Holding your breath
- * Feeling anxious
- * Overwhelmed
- * Unmotivated
- * Emotional
- * Down
- * Stressed
- * Tired

Symptoms of Stress:

- * Can't sleep active mind
- * Exhausted
- * Dry mouth, thirsty
- * Feel sick in the stomach
- * Can't think clearly
- * Run down and sick often
- * Don't know where to start
- * Clenching jaw, grinding teeth

Observe others

We are all human and experience varying degrees of stress in our lives.

Take note of how other people handle stressful situations well and learn from them by adding these strategies to your tool kit.

Notice how other peoples stresses and demands affect you and try to distance yourself or protect yourself from negative influences and tension that is not your responsibility.

In other words take responsibility for yourself and don't take on other peoples stress, problems & negativity.

Behaving in a positive way, attracts positive responses.

Nip gossip in the bud and keep all interactions with friends family and your community polite and positive.



Listen to yourself

Your body is a highly tuned vessel. However if not maintained and taken care of can become, worn out, sick and out of tune. Listening to what your body or instincts are telling you keeps your body and mind fine tuned for optimal function and well being.

Stress strategies:

- * Deep breathing
- * Water
- * Exercise that you like
- * Healthy eating
- * Enough sleep
- * Meditation
- * Music
- * Walking
- * Conscious focus, mindfulness
- * Enjoyable diversions, hobbies
- * Take a break
- * Stretching
- * Essential Oils
- * Plants, Flowers in your room
- * Write it down, talk it out
- * Get organised, to do lists, priorities
- * Visualisation
- * Reading, drawing, craft
- * play with an animal

Time schedule								
		Monday	Tuesday	Wed	Thursday	Friday	Sat	Sunday
Time	Morning							Morning
	Lunch						Lunch	
	Afternoon						Afternoon	

Time schedule									
		Monday	Tuesday	Wed	Thursday	Friday	Sat	Sunday	
Time	Morning								Morning
	Lunch								Lunch
	Afternoon								Afternoon

Study timetable							
Time	Monday	Tuesday	Date	Thursday	Month	Sat. Morning	Sunday Morning
4:00pm			Wed		Friday		
4:30pm							
5:00pm							
5:30pm							
6:00pm						Lunch	
6:30pm							
7:00pm							
7:30pm							
8:00pm						Afternoon	
8:30pm							
9:00pm							
9:30pm							

Study timetable						
Time	Monday	Tuesday	Date	Thursday	Month	
	Monday	Tuesday	Wed	Thursday	Friday	Sat
			Wed		Friday	Sat
			Wed		Friday	Sunday Morning
4:00pm						
4:30pm						
5:00pm						
5:30pm						
5:00pm						Lunch
6:30pm						
7:00pm						
7:30pm						
8:00pm						Afternoon
8:30pm						
9:00pm						
9:30pm						

End of Year Exam Timetable

Day:	Time: Subject: Room/location:	Time: Subject: Room/location:	Time: Subject: Room/location:
Date:	Time: Subject: Room/location:	Time: Subject: Room/location:	Time: Subject: Room/location:
Day:	Time: Subject: Room/location:	Time: Subject: Room/location:	Time: Subject: Room/location:
Date:	Time: Subject: Room/location:	Time: Subject: Room/location:	Time: Subject: Room/location:
Day:	Time: Subject: Room/location:	Time: Subject: Room/location:	Time: Subject: Room/location:
Date:	Time: Subject: Room/location:	Time: Subject: Room/location:	Time: Subject: Room/location:
Day:	Time: Subject: Room/location:	Time: Subject: Room/location:	Time: Subject: Room/location:
Date:	Time: Subject: Room/location:	Time: Subject: Room/location:	Time: Subject: Room/location: