

EFFECTIVE STUDY HABITS

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BENEFITS

- Preparation for world of work.
- Intellectual discipline.
- Excellence in study.
- Learn to take responsibility for yourself.
- Develop your freedom.
- Overcoming mental laziness (laziness is always the first obstacle).
- Improve your concentration.

INTELLECTUAL DISCIPLINE

- Actively think of the meaning of what you are reading.
- Actively connect new data with previously learned material.
- Look for the main ideas.
- Find the key sentence.

DIFFICULTIES

- Interruptions
- Lack of motivation.
- Not enough time.
- Not understanding.
- Procrastination – delaying study time.
- The time and effort it takes to learn the most efficient way of doing a job – we prefer to “muddle through”.

MOTIVATION

- **Extrinsic**
 1. Points.
 2. Rewards/sanctions from parents and teachers.
- **Intrinsic**
 1. Contribute to make the world a better place.
 2. Make use of your talents.
 3. Give back something to your family and society.
 4. Get an interesting job.

USEFUL TECHNIQUES

Proper study environment

1. Comfortable chair – not too comfortable.
2. Space for books.
3. Basic stationery and equipment.
4. Study in the same place.
5. A balanced lifestyle.

METHOD

- Always have a pen and paper at hand to encourage active learning.
- Use flash cards to learn formulae and vocabulary.
- Decide the time you are going to spend studying.
- Prioritise.
- Set clear and realistic goals.
- Be as specific as possible at each study session. Think of what you want to get done rather than “clocking in time”.
- Don't skate over topics in the hope that they won't matter!

USEFUL TIPS

- Sometimes you have to just start writing or reviewing notes to get going.
- Begin and begin again as often as necessary
- There are no short cuts. Self discipline is necessary.
- Use as many senses as possible
- (e.g. reading and listening).
- Use the last five minutes of study to review what you have learned.
- Always test yourself.

ASSESSING EFFECTIVENESS

- Do you correctly estimate correctly how you do in tests?
- Do you stay up studying the night before?
- Do you forget what you have memorised? (Over learn. There are things you never forget because they are over learned, such as the alphabet!).
- Be honest about your distractions.
- Be honest about your use of time.
- Know your strengths and weaknesses.

REVISION

- Make a list of everything that has to be covered.
- Tick off topics as they are revised.
- Revise the day after learning it (the role of homework and reviewing in class the following day) , four or five days after learning it and ten days after learning it.
- A six week revision plan. Revise everything every six weeks.

SYSTEMS

- Question – what you already know about a topic.
- Read.
- Question – what you have learned.
- Make notes – always include diagrams in your notes.

LEARNING STYLES

- **Auditory learner:**

Tapes; Listening; Discussing; Learning aloud

- **Visual Learner:**

Notes; Pictures; Diagrams

- **Tactile Learner:**

Objects rather than notes or lectures help most.
Learning while moving around. Interactive learning.

CLASS TIME IS THE BEST STUDY

- If you don't understand your subject, try something new- ask for help; discuss with teacher or colleague.
- Students can pick up most explanations and ideas in class.
- Be an active listener.
- Refer to class time as study time.

CRITICAL THINKING

- Look for the facts of a new situation or subject without prejudice.
- Arrange these facts and information in a pattern so that you can understand them.

CHARACTERISTICS OF CRITICAL THINKERS

- They are honest with themselves.
- They overcome confusion.
- They ask questions.
- They base judgments on evidence.
- They look for connections between subjects.
- They are intellectually independent.

STRATEGIES FOR CRITICAL READING

- What is the topic of the book or reading?
- Make a preliminary glance through index, through chapter
- What issues are addressed?
- What conclusions does the author reach?
- Is the author using facts, theory, or faith?
- The best system is to make notes while reading