

## What is study?

Study means **understanding** something that will add value to your knowledge.

It can be any type of information, grasping it in a structured or unstructured format (with different representations: theoretical/practical/graphical(diagrammatic))

Studies keep your neurons (in brain) active and in-turn help in making your memory sharp. Exams are taken in structured environments (school/college/university) to evaluate how much you've understood from what you've studied.

Study is simply attaining knowledge which depends upon our interest. For studying properly interest is required to be built or must present naturally.

Studying involves exploring, experimenting and extrapolating. it calls for understanding the phenomenon or subject, questioning it and not simply worshipping the existing facts. studying is process oriented and not result oriented... which implies that one should have fun while learning... unfortunately, that seldom happens... If you really want to discover the true meaning of learning, then you must definitely experiment, discover more about your subject and most importantly enjoy while you do that! All the best

Understanding something in the best and the beautiful way possible is known as studying. Remembering just for the sake of passing an examination is not studying. Grasping something with the urge of knowing more about a particular topic, or something that creates an interest in you to know much about it is studying

Study are approaches applied to learning. They are generally critical to success in school, considered essential for acquiring good grades, and useful for learning throughout one's life. Respicius Rwehumbiza in his book Understanding Examination Techniques and Effective Study Strategies in 2013 asserted that, most students fail in examinations simply because they lack study skills and examination taking techniques

Studying is actually a very easy thing to do. If you hate studying, no problem then starts now. First I will define what is studying- Studying means to sit in a single place for hours, meditating your soul, striving for knowledge and wisdom. See is that simple. First if hate studying- do these things –

## Study

1. Firstly take the way seriously.
2. Understand this: if you are not studying and spoofing jokes around, then you will end up in low paying jobs.
3. Understand this: your brain must have the capabilities of newton's, but you don't know how to use it.
4. Produce love for studying and knowledge as said by Robin Sharma "The more one knows, more one achieves".
5. Understand this: those who study constantly, are also failing to cracking JEE. But he remembers if not IIT, they get admission to NIT. So if you study also for couple of hours, You can see yourself in a good college.
6. Your parents are wasting money on you as a resource, a thing 'money' for which everyone fights is wasted on you, no one gives one rupee to someone as tip or to beggar, so feel lucky you get it.

**Studying is important because it is essential for a person to develop a complete education and provides students with the opportunity to develop study habits, time management skills and self-discipline.**



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Study is the only thing that we can increase our information. if we study a lot we will get the lots of information. We must not just read the only one or two books we have to read lots of and different books, I mean we should not learn the only school or university books we have to learn extra books like: Islamic books, science books, history books, geography books and etc...

### **The more you study the more you learn.**

Homework is a form of studying that helps students learn. There are typically three types of homework that require studying by students. The first is practice homework that allows the student to review what was taught in class. This helps to increase the student's ability to comprehend the material. The second is preparation homework, which helps a student prepare for an in-class assignment or activity. This type of homework is generally research-based or in the form of a brainstorming exercise. The third is extension homework, which is typically a paper or a project and is a long-term assignment. These require the most independent work outside of the classroom.

Studying also takes place in the studying for tests or final exams. Students must study in order to learn the material and pass the exam. Studies have shown that the two best forms of studying are practice testing and studying evenly over the course of a semester or nine weeks

## GET THE STUDY HABIT

Did you ever stop to wonder what sets apart the really successful students from the average ones? Why do some students who appear to study all the time just get by, while others who don't appear to put in as much time and effort do well? Is it all related to IQ and genetics or are some other factors involved? The truth is that success in school is not so much determined by sheer intelligence as knowing how to study.

Studying is a skill. Being successful in school requires a high level of study skills. Students must first learn these skills, practice them and develop effective study habits in order to be successful. Very often the study habits and practices developed and used in high school do not work for student's in college.

Good study habits include many different skills: time management, self-discipline, concentration, memorization, organization, and effort. Desire to succeed is important, too.

In this module you will discover your areas of strength and identify your weaknesses pertaining to studying. You will learn about your preferred learning channel, tips to organize your studies, and ways to help you remember what you study. The skills you will learn about in this module can be applied in other areas of your life as well: your job, your career, or any activity that requires thought, planning, information processing, and self-discipline.

You'll find that once you develop effective study habits, the job of studying and learning will become easier. Instead of working harder, you'll be working smarter.



### ***Daily reviews:***

Study begins on the first day of class. Successful students read and review notes before each class to recall information from the previous class and to warm up for learning. *Review your notes immediately after each class to reinforce learning or within a 24-hour period for best recall.* Repeated exposure to the material will store it in your long-term memory.

Studying one hour immediately after a class will do more good in developing an understanding of the material as several hours a few days later. Studies show that as much as 80 % of material learned in class is forgotten within 24 hours if there is no review.

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### ***Weekly reviews:***

At the end of the week go over your notes for the week. This refreshes your memory and promotes better recall of the material. Repetition is the key to remembering. The more times you look at the material, the stronger you make the neural (brain) pathways that lead to the material. This makes recall much easier.

### ***Pre-exam reviews:***

These reviews are longer, from 3 - 5 hours. Break your study sessions into one-hour blocks with ten-minute breaks in between. Get up, stretch, get a drink, and move around during your break. The more active you are, the more effective your study time will be. A tired body only makes a tired mind.

### ***Peak Study Times:***

Study when you are at your peak, when you are more awake and alert and able to absorb new information. If you are a morning person, your best study time is in the morning. If you are an evening person, study at night. If you cannot find time to study at your peak time, try to study when you are feeling relatively awake and alert.

### ***Bonus Study Time:***

Whenever you have extra time, study. Write notes on 3x5 cards and have them with you. Whenever you have free time, such as when waiting for appointments, study your notes. Study in your car by tape recording your notes and listening to them while driving to school. Study whenever you

find yourself having an unexpected break, a free hour, a canceled class, etc. Don't forget that weekend evenings can also be used for studying.

## **Organize Your Time...**

Plan your study time. Leave enough time for each of your subjects and more time for difficult subjects. Most college classes require about six hours of study per week or two hours of study for every hour in class. If

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you are a slow reader or have other study problems, you may need to plan more time.

Prioritize your time and put off other activities to allow for adequate study time. You may find it necessary to postpone or eliminate certain activities in order to fulfill your goals as a student.

Keep a weekly and monthly schedule planner in which to record due dates of assignments, tests, papers, field trips, etc. Transfer important dates from your syllabus to your weekly/monthly planner.

Schedule study times daily in your planner. Be sure to plan extra time for long study sessions before tests. Schedule time for weekly reviews of all your notes from the beginning of class to the present.

### **Scheduling long-term assignments**

Some assignments will span a week, a month or even a semester. You are likely to leave these important assignments to the last minute if you don't schedule time for them in your daily schedule. Get started on these early, by allotting time for them each day in your daily planner.

### **Scheduling for student with jobs**

If you have a full or part-time job, you probably have less time to study than nonworking students. You must use your time very carefully. Your daily schedule

should include a list of things to do, in order of priority. To be successful, you must have a sense of urgency about referring to your list and studying whenever an opportunity presents itself. Cross off tasks as you complete them, including your study tasks. Take advantage of spare moments when you can study while waiting for a class to begin, when stuck in traffic, or while waiting for a doctor's appointment.

The easiest way to do this is to convert your notes to 3x5 or 5x8 cards that you can carry with you, or record your notes on a cassette. Some students make it a habit to listen to recorded notes while driving to and from school or work.

## Organize Your Study Area...

Keep notes and handouts from class in a 3-ring binder. This is useful because you can add pages to it, copy notes that were missed from other students, and add handouts from class in the proper sections. You can also put index tabs marking different topics in your note binder.

Study in an area that is set up for serious study. Have your tools for study: notebooks, textbooks, pens, pencils, computer, dictionary, thesaurus, etc. Be sure the area is well-lit, free from noise and distractions, and not too comfortable. Control for interruptions like phones ringing, doors opening and closing, and people coming and going. Try to study in the same place every day.

Studying with children underfoot...

For anyone who has tried to study with children around, the task is usually frustrating and sometimes impossible, depending on the age of the children. These tips, taken from the book, *On Becoming a Master Student*, are worth trying:

- Plan tasks for your children while you study: silly putty, blocks, coloring books and other toys can engage your child's interest while you study.
- Childproof a room to study and fill it with toys. Make it a place where children can roam with minimal supervision.
- Allow for interruptions. Schedule the kinds of study activities, like reviewing flash cards, that can be interrupted.
- Use television creatively, selecting videos or educational programs. Have your child use headphones so you can concentrate.
- Make studying a game by getting your children to help by holding study cards and talking to them about what you are studying.
- Ask for cooperation and reward them when they respect your study time.
- Attend to your child's needs first by spending time with them prior to studying.



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- Plan study breaks with your children or reward them with time together after you finish studying.
- Develop a routine and keep to a schedule, giving rewards for keeping the schedule.
- Ask other adults to help you with childcare at times when you must study alone, or find community activities such as day care services.
- Find a playmate for your child while you study.

*Despite your efforts to study at home when children are present, you may find that your best and most productive study time is at school, in the quiet, private atmosphere of the library.*



## HOW TO STUDY

### Reading and Studying Textbooks:

As soon as you buy your textbook for a class, give yourself a head start before going to class. Read the Table of Contents, prefaces, introduction, and any other up-front material in the book. Leaf through the book and see what it contains. Read the captions, read chapter titles, and go to the back of the book to see if there is a glossary, an index, answers to quizzes given throughout the text, etc. Get familiar with your book. Treat it like a tool you want to use with proficiency.

When you are ready to begin reading a chapter, don't just plunge into your reading. Here is a sure-fire way to get the most out of your reading:

First, preview the chapter. Look at headings, subheadings, topic sentences, boldfaced and italicized words, pictures, diagrams, graphs, summaries, and review questions at the end.

Second, ask yourself questions about the subheadings.

Third, read a section of the chapter (one subheading at a time). Put the book down and ask yourself what you just read. Did you understand what it was about? Could you answer questions about it? Could you explain it to someone else? Continue reading and stopping to think about what you just read. Ask yourself questions.

Fourth, don't skip any part of the chapter. Read the sidelines, the captions under photos, definitions, and any additional information the author has included. It's all there to help you learn.

Fifth, don't be afraid to mark your text – use different colored highlighters for particularly important parts, but don't defeat the purpose of highlighting by overdoing it.

Sixth, outline the chapter: When you have read the chapter through, go back and take notes. Define terms, draw diagrams, and explain things in your own words. Make up memory tricks to help you remember new terms. For example, if you are studying the part of the brain called the “hippocampus” you may use a memory trick of association, picturing a “hippo” with a good memory, since the hippocampus deals with memory formation.

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Seventh, draw arrows or other symbols to direct you to important details or definitions.



## Six Steps to Smarter Studying

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How did you learn how to ride your bike? Someone probably gave you a few lessons and then you practiced a lot. You can learn how to study in much the same way. No one is born knowing how to study. You need to learn a few study skills and then practice them.

Why work on your study skills? It will make it easier for you to learn and do well in class, especially as you move up to middle school and high school.

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Here are six steps to smarter studying:

1. Pay attention in class.
2. Take good notes.
3. Plan ahead for tests and projects.
4. Break it down. (If you have a bunch of stuff to learn, break it into smaller chunks.)
5. Ask for help if you get stuck.
6. Get a good night's sleep!

### 1. Pay Attention: Good Studying Starts in Class

Here's a riddle for you: Did you know that before you even begin studying, you've already started? Huh? Here's what we mean. When you pay attention in class and take good notes, you are starting the process of learning and studying.

Do you have trouble paying attention in class? Are you sitting next to a loud person? Is it hard to see the board? Make sure you're sitting in a good seat that lets you pay attention. Tell your teacher or parents about any problems that are preventing you from paying attention and taking good notes.

### 2. Good Notes = Easier Studying

Not sure how to take notes? Start by writing down facts that your teacher mentions or writes on the board during class. Try your best to use good handwriting so you can read your notes later. It's also a good idea to keep your notes, quizzes, and papers organized by subject.

### 3. Plan Ahead and You'll Be Glad You Did

Waiting until Thursday night to study for Friday's test will make for a homework night that's no fun! It also makes it hard to do your best. We're all guilty of putting things off sometimes. One of the best ways to make sure that doesn't happen is to plan ahead.

Ask for a cool calendar (something you like and can keep by your desk or study area) and write down your test and assignment due dates. You can then plan how much to do after school each day, and how much time to spend on each topic. Are lessons or extracurricular activities making it hard to find time to study? Ask your mom or dad how to make a schedule of what to do when.

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### 4. Break It Up!

When there's a lot to study, it can help to break things into chunks. Let's say you have a test on 20 spelling words. Instead of thinking about all of the words at once, try breaking them down into five-word chunks and working on one or two different chunks each night.

Don't worry if you can't remember something on the first try. That's where practice comes in. The more days you spend reviewing something, the more likely it is to stick in your brain. There are also tricks called mnemonic (say: new-MON-ik) devices that can help you remember stuff. When you're trying to memorize a list of things, make up a phrase that uses the first letter of each. For example, are you trying to learn the eight planets and their order from the sun? Think: My Very Excellent Mother Just Served Us Nachos to remember Mercury, Venus, Earth, Mars, Jupiter, Saturn, Uranus, and Neptune. Your teacher can give you ideas, too.

Another way to break it up is to study regularly instead of just the night before. You can always review your notes and read over the chapters you're working on. Or, if you're studying math or science, do some practice problems.

How much studying should you do each night? Your teacher can help you figure it out. Most brains can only pay attention for about 45 minutes. So if you've been working for a while and find it hard to pay attention, try taking a break for some water or a walk around the house. Just fight the temptation to turn on the TV or stop working!

### 5. Lose the Confusion - Ask for Help

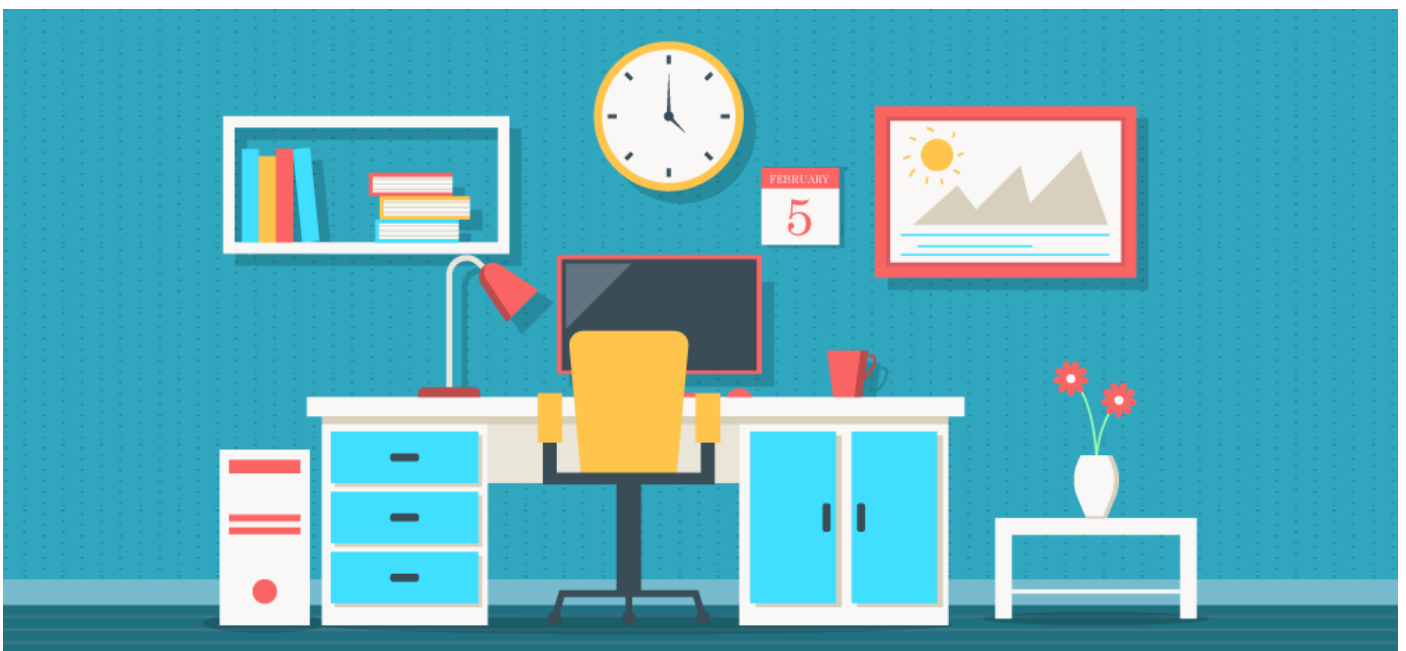
You can't study effectively if you don't understand the material. Be sure to ask your teacher for help if you're confused about something. You can check yourself by reading through your notes. Does it all make sense? If not, ask your teacher to go over it with you. If you're at home when the confusion occurs, your mom or dad might be able to help.

### 6. Sleep Tight!

So the test is tomorrow and you've followed your study plan - but suddenly you can't remember anything, not even  $2+2$ ! Don't panic. Your brain needs time to digest all the information you've given it. Try to get a good night's sleep and you'll be surprised by what comes back to you in the morning.

## Study environment

Studying can also be more effective if one changes their environment while studying. For example: the first time studying the material, one can study in a bedroom, the second time one can study outside, and the final time one can study in a coffee shop. The thinking behind this is that as when an individual changes their environment the brain associates different aspects of the learning and gives a stronger hold and additional brain pathways with which to access the information. In this context environment can mean many things; from location, to sounds, to smells, to other stimuli including foods. When discussing environment in regards to its effect on studying and retention Carey says “a simple change in venue improved retrieval strength (memory) by 40 percent. Another change in the environment can be background music; if people study with music playing and they are able to play the same music during test time they will recall more of the information they studied.- According to Carey “background music weaves itself subconsciously into the fabric of stored memory.- This “distraction” in the background helps to create more vivid memories with the studied material.



## Study

### Which time of the day affects the students' brain?

There is no *best time of the day* to review or to study. Every time is perfect for study. For some, morning time is the best while for others, evening time is better to study.

Some are morning individuals; rest others are night owls because they have more energy at the evening hours. But the time that affects the brain of children is either the morning or the *night time*.



### The Night Studier

For students who have energy in the evening or night time can have more effective time to study with fewer distractions, peace all around. Studying at this time can help increase their concentration. They can concentrate better on their studies and focus more as well.

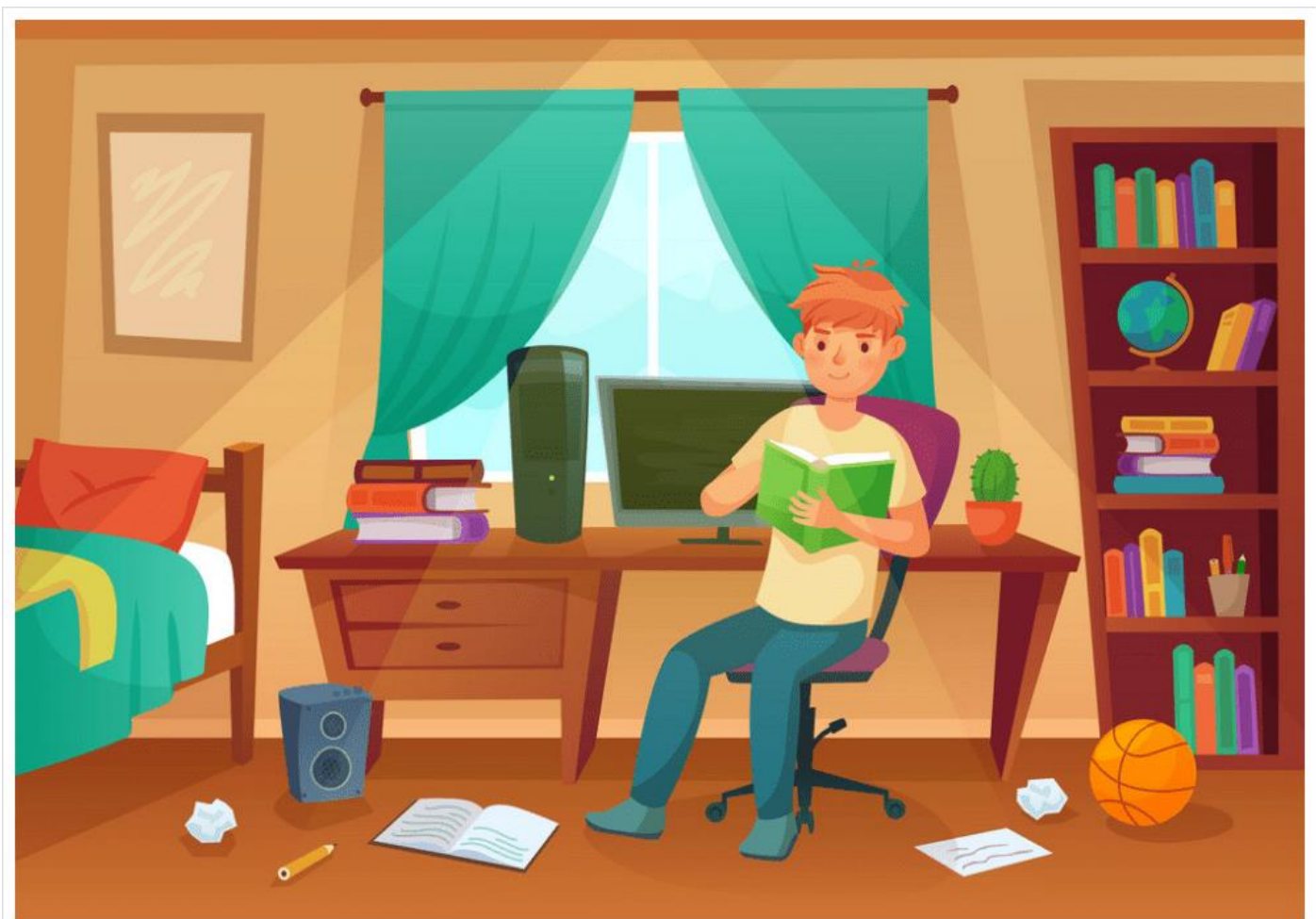
## Study

### Benefits of studying at Night-Time

- More peace.
- Helps in improving Recall Memory.
- Fewer disturbance and interruptions.

### How to get the most out of Night Time?

The great risk with *studying* at night is that you may lose track of much of your time while end up sleeping less. Some distractions can disturb you at night. Especially if you have trouble leaving the TV off.



### Morning Studier

Studying early in the morning may work best when the brain is better able to focus. After 8 hours of sleep, the mind of an individual feels fresh and works better.



## Study

### Benefits of studying at Morning Time

- The brain is refreshed and ready for the New Information.
- Natural light keeps you alert and focused.
- The sleeping schedule is not disturbed.

It's not hard to say that staying during the day is a good choice. After all, we feel refreshed in the morning time after taking good rest at night.

During the day, we less likely need indoor lights. Sunlight is good for eyes as it provides the *right spectrum of light* to maintain optimal eyesight. That works with pituitary glands, which help us *keep awake and alert*.

## 8 Best Places to Study Near You

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Studying is an essential and necessary part of life and distractions can severely hamper your ability to focus and get your work done.

Finding a good place to study can significantly improve your ability to focus, learn, retain information and improve the speed at which you can perform your research.

While there are many different places that you could study we feel that these 8 locations are best for helping you concentrate and accomplish your goals.

Everyone is different and the location that's best for you may not be best for someone else, so don't try to fit your study sessions into an environment that doesn't suit you.

If you're better suited for a place that has a bit of ambient noise such as a coffee shop or book store use that as your study anchor, if you prefer a quieter location with plenty of resources then choose a library or tutoring center.

Ultimately the best place for you to study is the place where you find yourself able to concentrate the best and get your work done. As mentioned earlier here are our 8 best places to study.

## Study

### Coffee Shops

Coffee shops from your local mom and pop shop to Starbucks are continually getting more and more popular among students for a number of reasons. First, these environments are great for group study sessions and the ambiance is generally geared towards working and conversation. If you're someone who has trouble studying in a really quiet room than a coffee shop may provide the right level of ambient noise to give you a sense of being connected while you study. Second, coffee is a great way to improve concentration and increase energy during study sessions, and help set the mood for the work you're about to do.



### The Library

When it comes to studying one of the first places that pop into mind for most people is the local or school library. In fact, for many people the library is the perfect place to study as it is designed primarily for that purpose. You can find everything from books on many different topics to study programs and online computers dedicated to research. If you choose to study at a library make sure you come prepared and bring the appropriate clothing if the library is typically cold or warm, so that you can focus on your work more effectively.

## Study

### Book Stores

Books stores can also be a good option for studying and focusing on school work as they are typically fairly quiet and everyone in the store is focused on reading and learning. Some book stores even have lounge areas and coffee shops that are designed to help you relax and pick up a book or two to read. Just make sure that the book store encourages this behavior as some stores may not want you to stay and read books if you aren't interested in purchasing one.



### Tutoring / Study Centers

Tutoring and study centers are commonly found in colleges or libraries if you know where to look. These places can often be located by asking human resources or the local directory of your school where these centers are. The great thing about tutoring and studying centers is that you may be able to sit down with a tutor that can help you with the topics you're struggling in. If you have complicated coursework or want to learn some new studying techniques for a particular subject a good tutor can significant improve your learning experience and memory retention.

### An Empty Classroom

If you have a teacher that doesn't mind you staying in the classroom when it's empty this setting can be a very good place to study. Because your class sessions focus on school work your mind will more naturally assume a study

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mentality just by being in the classroom. If you find yourself having difficulty focusing on your work in other locations try sitting in an empty classroom to see if your brain automatically starts thinking about school work. It often works for other locations you frequent such as going to your room to sleep or going to the gym to work out. Your whole mood and mentality may naturally gear itself towards studying in a classroom setting.

## The School Lounge

School lounges are great for students that want a little more noise and ambiance than a traditional library, but not so much babbling that it's overly distracting. These lounge areas also have the benefit of interacting or simply being around other students that are studying, and surrounding yourself around like minded people will help you concentrate better on the task at hand. You go to the basketball court to play ball, go to the movies to watch a movie, go to a restaurant to eat and go to a study / school lounge to focus on getting your school work done. Each setting is designed to focus on something particular, so put yourself in a place that's conducive with what you want to achieve.

## The Park

Getting outside and going to the park is a natural way to improve your mood as you surround yourself with nature and the outdoors. People are made to be outside rather than spending all day, every day inside of a box, room or



building, so getting outside and studying at a park table, bench or picnic area can be a great way to boost your mood, feel more free and inspire creativity and focus.

## Local Community Centers

If your school or neighborhood has a community center stop by and check it out to see if they offer any study friendly areas. Depending on the community center your visit they may have everything from extracurricular activities and sports to study sessions and tutoring programs. If you have difficulty finding a community center near you check with your local library or school, or search Google for “community centers near me” to find a list of places that offer local programs.

## Additional study tips & advice

To help you get the most out of your study sessions here are some additional [study tips and advice](#) on how to maximize time.

### Evaluate your options

One of the first things you should do to help you improve your study sessions is to sit down for an hour or so and list all of the places you think would make a great studying area.

Be sure to include things such as distance, ambient noise level, seating, resources such as tutors or computers and potential distractions.

### Questions to ask yourself:

- What are the best places to study near me?
- Would I be easily distracted if I studied there?
- Is this environment too noisy or quiet?
- Does this environment inspire me to study or not?
- Would I be comfortable sitting in this area for extended periods of time?
- Are there resources nearby to help me with my studying? (tutors, computers, students, teachers)

Once you've gathered your list together and identified the pros and cons of each start to eliminate the places that would cause you the most distractions until you have 3 – 5 places that you really like.

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Finally, try out each place for several days to see how it feels and decide whether or not it's right for you.

It's a good idea to have at least 2 – 3 locations you can go to as you'll likely want to alternate between them as your mood and desire for a different atmosphere changes.

You may not always be in the mood to go to the same exact location every time you study, so this helps you keep things fresh and interesting.

### **Create a study routine**

Routines are a great way to warm up and get yourself in the mood to perform a task you need to do such as studying.

Athletes warm up before a practice, cooks prepare their ingredients before they begin making food and good study practitioners set the mood before they study.

The routine you come up with may be different from another person's, but that's o.k., your routine should be catered to your mood and mentality.

For example, you may pour yourself a cup of coffee, put on your most comfortable shirt and read a chapter of your favorite novel or a blog post from an educational website you enjoy to set the mood and get your mind ready for a study session, or you might put on some relaxing background music, adjust the lights and stretch for 10 minutes before cracking open a book.

Try creating a couple of routines and see which one works best for you so that you can switch your brain into study mode.

### **Set up your study rules and follow them**

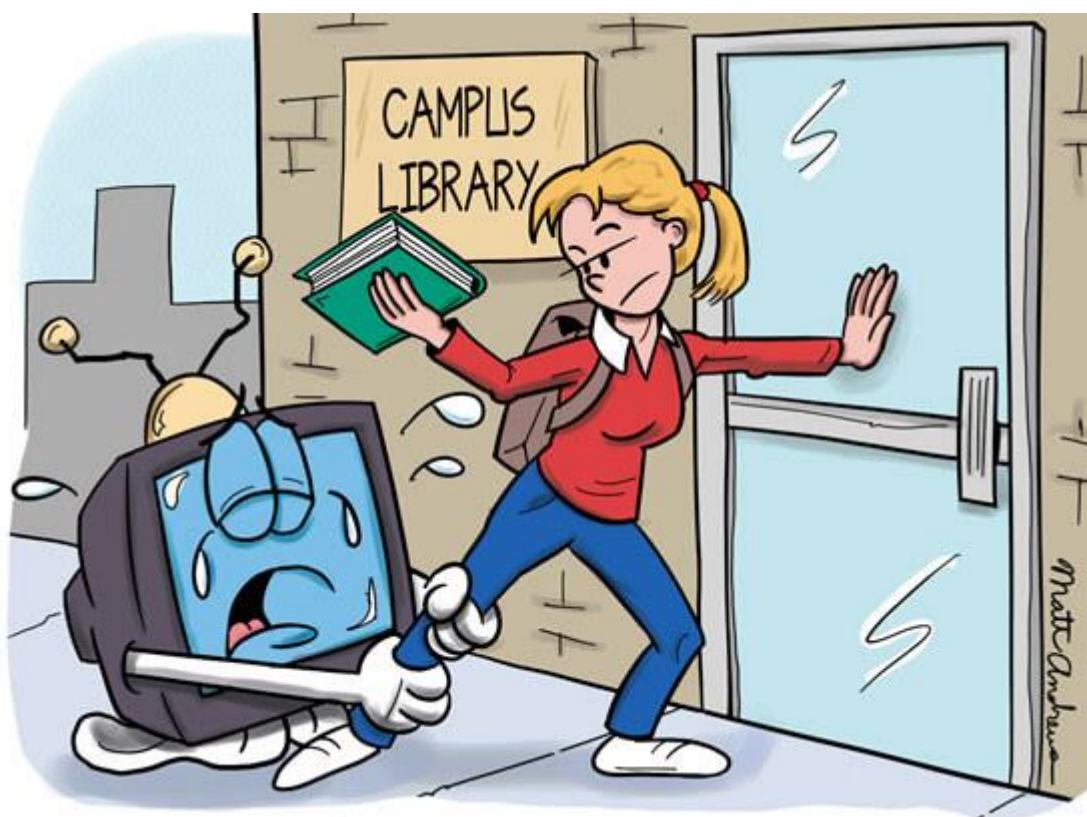
Rules aren't always fun, but they're there to make sure you achieve the goals that you've set out to accomplish.

## Study

If you find yourself unable to focus during your study sessions, then there is a good chance that you haven't set up some ground rules for what is and isn't allowed during study time.

Some of the rules you may incorporate into your study session can include:

- Always study at the same time and for a set amount of time (2 -4 hours per day)
- Always put cellphone on silent during study sessions
- No (zero) video games during study time
- Don't study in rooms that have any televisions



- Avoid music with vocals during study time
- Avoid loud locations or places where you can be interrupted during your study session
- Stay off the internet, except for the specific websites that provide information on the topic being studied

As you can see these rules definitely don't make life more entertaining, but they do reduce distractions, which can lead to better study sessions and improved focus.

## Study

To help you with setting up your rules make sure you write down the top 5- 8 distractions that keep you from studying and either limit their use or eliminate them altogether.

In many cases you'll realize that you perform the same few activities (such as playing games, texting or watching t.v.) as a way to distract yourself from doing the work you need to.

## Studying 101: Study Smarter Not Harder

Do you ever feel like your study habits simply aren't cutting it? Do you wonder what you could be doing to perform better in class and on exams? Many students realize that their high school study habits aren't very effective in college. This is understandable, as college is quite different from high school. The professors are less personally involved, classes are bigger, exams are worth more, reading is more intense, and classes are much more rigorous. That doesn't mean there's anything wrong with you; it just means you need to learn some more effective study skills. Fortunately, there are many active, effective study strategies that are shown to be effective in college classes.

This handout offers several tips on effective studying. Implementing these tips into your regular study routine will help you to efficiently and effectively learn course material. Experiment with them and find some that work for you.

## Reading is not studying

Simply reading and re-reading texts or notes is not actively engaging in the material. It is simply re-reading your notes. Only 'doing' the readings for class is not studying. It is simply doing the reading for class. Re-reading leads to quick forgetting.

Think of reading as an important part of pre-studying, but learning information requires actively engaging in the material (Edwards, 2014). Active engagement is the process of constructing meaning from text that involves making connections to lectures, forming examples, and regulating your own learning (Davis, 2007). Active studying does not mean highlighting or underlining text, re-reading, or rote memorization. Though these activities may help to keep you engaged in the task, they are not considered active studying techniques and are weakly related to improved learning (Mackenzie, 1994).



## Ideas for active studying include:

- Create a study guide by topic. Formulate questions and problems and write complete answers. Create your own quiz.
- Become a teacher. Say the information aloud in your own words as if you are the instructor and teaching the concepts to a class.
- Derive examples that relate to your own experiences.
- Create concept maps or diagrams that explain the material.
- Develop symbols that represent concepts.
- For non-technical classes (e.g., English, History, Psychology), figure out the big ideas so you can explain, contrast, and re-evaluate them.
- For technical classes, work the problems and explain the steps and why they work.
- Study in terms of question, evidence, and conclusion: What is the question posed by the instructor/author? What is the evidence that they present? What is the conclusion?

Organization and planning will help you to actively study for your courses. When studying for a test, organize your materials first and then begin your active reviewing by topic (Newport, 2007). Often professors provide subtopics on the syllabi. Use them as a guide to help organize your materials. For example, gather all of the materials for one topic (e.g., PowerPoint notes, text book notes, articles, homework, etc.) and put them together in a pile. Label each pile with the topic and study by topics.

For more information on the principle behind active studying, check out our tip sheet on metacognition.

## Understand the Study Cycle

The Study Cycle, developed by Frank Christ, breaks down the different parts of studying: previewing, attending class, reviewing, studying, and checking your understanding.

Although each step may seem obvious at a glance, all too often students try to take shortcuts and miss opportunities for good learning. For example, you may skip a reading before class because the professor covers the same material in class; doing so misses a key opportunity to learn in different modes (reading and listening) and to benefit from the repetition and distributed practice (see #3 below) that you'll get from both reading ahead *and* attending class. Understanding the importance of all stages of this cycle will help make sure you don't miss opportunities to learn effectively.

## Spacing out is good

One of the most impactful learning strategies is “distributed practice”—spacing out your studying over several short periods of time over several days and weeks (Newport, 2007). The most effective practice is to work a short time on each class every day. The total amount of time spent studying will be the same (or less) than one or two marathon library sessions, but you will learn the information more deeply and retain much more for the long term—which will help get you an A on the final. The important thing is how you *use* your study time, not how *long* you study. Long study sessions lead to a lack of concentration and thus a lack of learning and retention.

In order to spread out studying over short periods of time across several days and weeks, you need control over your schedule. Keeping a list of tasks to complete on a daily basis will help you to include regular active studying sessions for each class. Try to do something for each class each day. Be specific and realistic regarding how long you plan to spend on each task—you should not have more tasks on your list than you can reasonably complete during the day.

For example, you may do a few problems per day in math rather than all of them the hour before class. In history, you can spend 15-20 minutes each day actively studying your class notes. Thus, your studying time may still be the same length, but rather than only preparing for one class, you will be preparing for all of your classes in short stretches. This will help focus, stay on top of your work, and retain information.

In addition to learning the material more deeply, spacing out your work helps stave off procrastination. Rather than having to face the dreaded project for four hours on Monday, you can face the dreaded project for 30 minutes each day. The shorter, more consistent time to work on a dreaded project is likely to be more acceptable and less likely to be delayed to the last minute. Finally, if you have to memorize material for class (names, dates, formulas), it is best to make flashcards for this material and review periodically throughout the day rather than one long, memorization session (Wissman and Rawson, 2012).

## It's good to be intense

Not all studying is equal. You will accomplish more if you study intensively. Intensive study sessions are short and will allow you to get work done with minimal wasted effort. Shorter, intensive study times are more effective than drawn out studying.

In fact, one of the most impactful study strategies is distributing studying over multiple sessions (Newport, 2007). Intensive study sessions can last 30 or 45-minute sessions and

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include active studying strategies. For example, self-testing is an active study strategy that improves the intensity of studying and efficiency of learning. However, planning to spend hours on end self-testing is likely to cause you to become distracted and lose your attention.

On the other hand, if you plan to quiz yourself on the course material for 45 minutes and then take a break, you are much more likely to maintain your attention and retain the information. Furthermore, the shorter, more intense sessions will likely put the pressure on that is needed to prevent procrastination.

## Silence isn't golden

Know where you study best. The silence of a library may not be the best place for you. It's important to consider what noise environment works best for you. You might find that you concentrate better with some background noise. Some people find that listening to classical music while studying helps them concentrate, while others find this highly distracting. The point is that the silence of the library may be just as distracting (or more) than the noise of a gymnasium. Thus, if silence is distracting, but you prefer to study in the library, try the first or second floors where there is more background 'buzz.'

Keep in mind that active studying is rarely silent as it often requires saying the material aloud.

## Problems are your friend

Working and re-working problems is important for technical courses (e.g., math, economics). Be able to explain the steps of the problems and why they work.

In technical courses, it is usually more important to work problems than read the text (Newport, 2007). In class, write down in detail the practice problems demonstrated by the professor. Annotate each step and ask questions if you are confused. At the very least, record the question and the answer (even if you miss the steps).

When preparing for tests, put together a large list of problems from the course materials and lectures. Work the problems and explain the steps and why they work (Carrier, 2003).

## Reconsider multitasking

A significant amount of research indicates that multi-tasking does not improve efficiency and actually negatively affects results (Junco, 2012).

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In order to study smarter, not harder, you will need to eliminate distractions during your study sessions. Social media, web browsing, game playing, texting, etc. will severely affect the intensity of your study sessions if you allow them! Research is clear that multi-tasking (e.g., responding to texts, while studying), increases the amount of time needed to learn material and decreases the quality of the learning (Junco, 2012).

Eliminating the distractions will allow you to fully engage during your study sessions. If you don't need your computer for homework, then don't use it. Use apps to help you set limits on the amount of time you can spend at certain sites during the day. Turn your phone off. Reward intensive studying with a social-media break (but make sure you time your break!) See our handout on [managing technology](#) for more tips and strategies.

## Switch up your setting

Find several places to study in and around campus and change up your space if you find that it is no longer a working space for you.

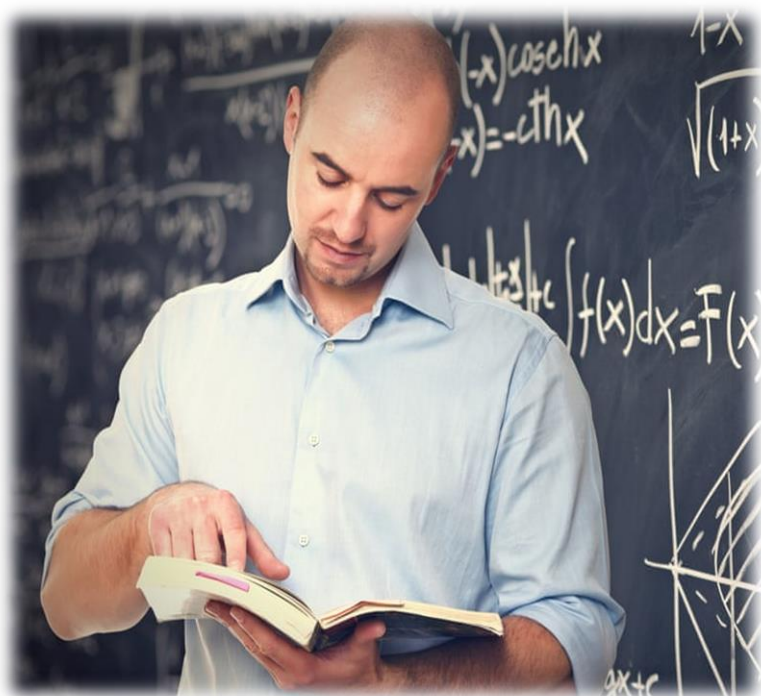
Know when and where you study best. It may be that your focus at 10:00 PM. is not as sharp as at 10:00 AM. Perhaps you are more productive at a coffee shop with background noise, or in the study lounge in your residence hall. Perhaps when you study on your bed, you fall asleep.

Have a variety of places in and around campus that are good study environments for you. That way wherever you are, you can find your perfect study spot. After a while, you might find that your spot is too comfortable and no longer is a good place to study, so it's time to hop to a new spot!

## Become a teacher

Try to explain the material in your own words, as if you are the teacher. You can do this in a study group, with a study partner, or on your own. Saying the material aloud will point out where you are confused and need more information and will help you retain the information. As you are explaining the material, use examples and make connections between concepts (just as a teacher does). It is okay (even encouraged) to do this with your notes in your hands. It is okay (even encouraged) to do this with your notes in your hands.

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It is okay (even encouraged) to do this with your notes in your hands. At first you may need to rely on your notes to explain the material, but eventually you'll be able to teach it without your notes.

Creating a quiz for yourself will help you to think like your professor. What does your professor want you to know? Quizzing yourself is a highly effective study technique. Make a study guide and carry it with you so you can review the questions and answers periodically throughout the

day and across several days. Identify the questions that you don't know and quiz yourself on only those questions. Say your answers aloud. This will help you to retain the information and make corrections where they are needed. For technical courses, do the sample problems and explain how you got from the question to the answer. Re-do the problems that give you trouble. Learning the material in this way actively engages your brain and will significantly improve your memory (Craik, 1975).

## Take control of your calendar

Controlling your schedule and your distractions will help you to accomplish your goals. If you are in control of your calendar, you will be able to complete your assignments and stay on top of your coursework. The following are steps to getting control of your calendar:

1. On the same day each week, (perhaps Sunday nights or Saturday mornings) plan out your schedule for the week.
2. Go through each class and write down what you'd like to get completed for each class that week.
3. Look at your calendar and determine how many hours you have to complete your work.
4. Determine whether your list can be completed in the amount of time that you have available. (You may want to put the amount of time expected to complete each assignment.) Make adjustments as needed. For example, if you find that it will take more hours to complete your work than you have available, you will likely need to triage your readings. Completing all of the readings is a luxury.

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You will need to make decisions about your readings based on what is covered in class. You should read and take notes on all of the assignments from the favored class source (the one that is used a lot in the class). This may be the textbook or a reading that directly addresses the topic for the day. You can likely skim supplemental readings.

5. Pencil into your calendar when you plan to get assignments completed.
6. Before going to bed each night, make your plan for the next day. Waking up with a plan will make you more productive.

## Use downtime to your advantage

Beware of ‘easy’ weeks. This is the calm before the storm. Lighter work weeks are a great time to get ahead on work or to start long projects. Use the extra hours to get ahead on assignments or start big projects or papers. You should plan to work on every class every week even if you don’t have anything due. In fact, it is preferable to do some work for each of your classes every day.

Spending 30 minutes per class each day will add up to three hours per week, but spreading this time out over six days is more effective than cramming it all in during one long three-hour session. If you have completed all of the work for a particular class, then use the 30 minutes to get ahead or start a longer project.

## Use all your resources

Remember that you can make an appointment with an academic coach to work on implementing any of the strategies suggested in this handout.

## The 4 Study Skills Every Learner Needs



Motivating yourself as an adult learner is different to being at school or university. You might be more focused, but you're more likely to be juggling family life and a full-time job. At Stonebridge, we tap into the ambition that we know many mature students have and give them the help they need to return to education.

The Stonebridge learning experience is unique. We combine tutor guidance with online study materials and employability features, to create a full package of support. Yet to really get the most out of your qualification, you must also have the right approach to working from home.

## A successful student...

### Knows that learning isn't always fun

Even if you love your subject, there will be days that you find hard. Planning your new career path is much more appealing than putting in the work to get there and we understand that. All of our courses come with interactive resources and access to expert advice, to ensure that you have a clear idea of how to reach your goals. Don't forget that if you're finding a module challenging, then it simply means that you've come up against something new.

#### Our top tips:

- Mix things up by skipping a question or topic and coming back to it at a later date. Our digital programmer enables you to dip in and out of course content to suit you.
- **Not everyone learns effectively through reading and writing**, so using your knowledge in a practical way can help. Signing up for voluntary work, or even acting out elements of your course, can keep you engaged.
- Use a reward system to set and meet targets. Stonebridge's Virtual Learning Environment (VLE) PEARL comes with achievement badges and student leaderboards. It's a fantastic tool for monitoring your progress and setting your own deadlines.
- Invest in study aids that make you feel good. One of the best things about starting a school year was always the new stationary. Treating yourself to folders, pens and desk accessories can help you to recapture that September buzz.
- Don't forget why you started studying. Several units in, it's easy to lose track of your ambitions. Engage with your subject again through videos and inspiring stories, or talk things through with your personal tutor. We're always here to help.





## Learns from their mistakes

As surprising as it sounds, getting things wrong is good for you. Studies have shown that **we often retain information better once we have made a mistake**. At Stonebridge, we encourage communication between students through our online forum.

This welcoming digital space is the ideal platform for discussing setbacks and solutions. We also give you as much time as you need to pass your course. Feedback from your tutor provides a chance to see where you went wrong and give assignments another go.

### Our top tips:

- If you aren't confident when you submit an assignment, that's fine. Identifying areas that you struggled with can only help you to build a deeper understanding of your subject in the long run.
- Keep reviewing your progress and regard errors as an opportunity to develop your skills. The ability to keep going will benefit you in every area of your life.
- Remember that some of the highest achievers in history were also **famous failures**. It's okay to get it wrong. Many of our students, who made a career change later in life, have gone on to write their own success stories.

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- Talk to friends and family and find out more about their career paths. Sometimes the motivation you need can come from seeing how other people have overcome obstacles, to grow their own business or secure a promotion.
- Don't wait too long to go back to your studies after making a mistake. The best way to progress is to resubmit your assignment as soon as possible, without losing your momentum.

## Keeps questioning

We want you to **put forward your own ideas and ask questions**. Our student community can produce many different interpretations and we're keen to hear your thoughts on a range of topics. Active learners are always looking for more information and developing their skills. PEARL has a suite of Continued Professional Development (CPD) courses that provide insights into specialist areas and can add to your CV.

### Our top tips:

- Read around your subject to expand your knowledge. Find some books in the library, or read recent news articles. This is especially key to prepare you for future job interviews. Start learning more about your industry now and you'll be ready to hit the ground running in your new career.
- Talk to your tutor and share your own opinions. Having a discussion with an expert in your field will help you to see things from new perspectives.
- As you take in information, question how you can apply it to your own life or career. Thinking about how facts are relevant to you, and could be used practically, will make them more meaningful.
- Discuss your subject with your family and friends. Sometimes it's only when you have to explain something, that you discover where you lack information.
- If something doesn't make sense to you, or you don't agree with it, then it's always worth discussing it with your tutor. We rely on your feedback to continually enhance our course content.



## Asks for help if they need it

One of the most important study skills is being able to ask for support and guidance. Every good learner knows that at times, outside advice is needed. Talking to your tutor will help to put to rest any concerns you have about how you're progressing. You'll work faster if you're getting constructive feedback and you're less likely to procrastinate when you get stuck, if you know you can quickly find a solution.

### Our top tips:

- Going online and **reading reviews** is a great opportunity to hear from Stonebridge graduates who have gained their qualification and started a new career.
- Communicate with other students on your course and arrange to be study buddies. You can swap ideas, update each other on your progress and find motivation when you're struggling. Staying connected makes a difference.
- Get a second opinion. If you don't know where you're going wrong, then a friend or family member can provide a different view on a question or assignment.
- Stay in contact with your tutor by email, phone, or Skype for support on any element of your course. Just remember that there are no stupid questions.
- Speak to our friendly customer service team by phone or email if you experience any problems, or need to take a break from your course.



### **The introduction of the author**

Mr. Nijatmal “Safi” is the son of M. Naseem, was born in the year 1382 into a religious and intellectual family. He successfully completed his primary school; currently his secondary school is in progress at Amer khil high school. Due to distinct interest in English language, he has also successfully completed twelve-month course (DEL) in Naseri institute, beside this he completed the computer and journalism courses.

*Sincerely*

*Nijatmal \* Safi \* the student of Naseri institute.*

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