Get Organised for Effective Studying

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SLD Website

https://student-learning.tcd.ie

SLD Blackboard
Learning Objectives

- Become aware of importance of self-management
- Explore self-management strategies
- Learn about goal setting, time management and procrastination
- Controlling distractions and overcoming procrastination
- Practice strategies

You can’t cover everything
Plan in advance – have a strategy

Self-Management

Effectively managing yourself and your resources by:

- Planning
- Monitoring
- Evaluating
Self-Assessment – 5 minute exercise

• What study are you planning to do this week?
• What have you done to get organised?
  ✓ Environment
  ✓ Routine
  ✓ Notes
  ✓ Mind

I’m just going to the library for 4 hours....
(I’ll work out what I’ll study when I get there)

What’s the problem with this statement?

Goal Setting

• Goals help us focus, stay in control
• Goals are motivating
• Different types:
  – Long term goals
  – Medium term goals
  – Short term goals

Sports, Business, Education use SMART goals
SMART Goal Setting

• S = Specific
• M = Measurable
• A = Achievable
• R = Relevant
• T = Time-based

Exercise

• Set 3 SMART goals you want to achieve by the end of this week
  Be specific
  What is the measurable outcome
  Is it achievable
  Is it relevant
  Is there a timeframe

Organising Your Learning

• PURPOSE – why are you doing this?
• STRATEGY – what is the best way to do it?
• REVIEW – is it working?
Time Management Strategies

- Prioritise – urgent/important?
- Specificity – what exactly do you need to do?
- Small bite-size pieces
- Use all available time
- Structure the environment
- Establish a routine
- Scheduling

Prioritise your tasks

<table>
<thead>
<tr>
<th>High Importance</th>
<th>Low Importance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Do it now</td>
<td>2 Plan to do it</td>
</tr>
<tr>
<td>3 Resist giving it high priority</td>
<td>4 Time Wasters Busy work</td>
</tr>
</tbody>
</table>

Setting Priorities
Scheduling – use a system

- Term Planner
- Time Tables
- To do lists – weekly or daily
- Monitor, evaluate, reward

An example timetable

<table>
<thead>
<tr>
<th>Day</th>
<th>Before 8:00</th>
<th>8:00-11:00</th>
<th>11:00-12:00</th>
<th>12:00-13:00</th>
<th>13:00-15:00</th>
<th>15:00-17:00</th>
<th>After 19:00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>Lecture Mythology</td>
<td>Library</td>
<td>Seminar Mythology</td>
<td>Library</td>
<td>Library</td>
<td>Library</td>
<td>Library</td>
</tr>
<tr>
<td>Tue</td>
<td>Independent Study</td>
<td>Independent Study</td>
<td>Independent Study</td>
<td>Independent Study</td>
<td>Independent Study</td>
<td>Independent Study</td>
<td>Independent Study</td>
</tr>
<tr>
<td>Wed</td>
<td>Independent Study</td>
<td>Independent Study</td>
<td>Independent Study</td>
<td>Independent Study</td>
<td>Independent Study</td>
<td>Independent Study</td>
<td>Independent Study</td>
</tr>
<tr>
<td>Thurs</td>
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<td>Independent Study</td>
<td>Independent Study</td>
<td>Independent Study</td>
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<td>Independent Study</td>
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</tr>
<tr>
<td>Fri</td>
<td>Independent Study</td>
<td>Independent Study</td>
<td>Independent Study</td>
<td>Independent Study</td>
<td>Independent Study</td>
<td>Independent Study</td>
<td>Independent Study</td>
</tr>
<tr>
<td>Sat</td>
<td>Paid work</td>
<td>Paid work</td>
<td>Paid work</td>
<td>Paid work</td>
<td>Paid work</td>
<td>Paid work</td>
<td>Paid work</td>
</tr>
<tr>
<td>Sun</td>
<td>Independent Study</td>
<td>Independent Study</td>
<td>Independent Study</td>
<td>Independent Study</td>
<td>Independent Study</td>
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</tr>
</tbody>
</table>

www.printfree.com
www.calendarlabs.com
Exercise – what does your week look like?

• On the blank timetable handout, shade the times you have lectures (don’t write in modules)
• Add in study sessions
• Add in other events (family, exercise, social)

To-do list

• Make a list of all tasks
• If it can be done in 2 mins do it now
• If not, add it to your list
• Prioritise
Control Distractions

- Emails
- Phone calls & texts
- Facebook/Twitter/Bebo
- Surfing the net/Computer games
- Television
- Food & Drink
- Tidying/Housework
- Family commitments

- Decide in advance how you will manage these e.g. use them as rewards when you achieve a goal, give dedicated time to them etc
Internet use – tools to help

selfcontrolapp.com – macs, free
macfreedom.com – windows, mac, android; $10
FocusBooster – app, free; 25 minute timer
FocusWriter – mac & pc; for writing
Anti-social – blocks social websites, like Freedom
LeechBlock – Firefox or StayFocusd – Chrome
rescuetime – lite is free; tracks time, set goals
persistenceapp.com – free, macs

PROCRASTINATION

Is to delay needlessly
something that we believe
would be to our benefit!

Some reasons for procrastination

• Not knowing how to do it – Feeling you don’t have the
  skills
• Lack of interest – boring
• Lack of motivation – which comes first motivation or
  doing the task?
• Fear of Failure – is perfectionism an issue?
• Fear of success! What if I can’t do well next time?
• Reaction to ‘having’ to do something

• Adapted from http://success.oregonstate.edu/six-reasons-people-procrastinate
Overcoming Procrastination

- Take Action
- Salami Technique (break into smaller tasks)
- Five Minutes
- Related Tasks
- Worst first
- Make Commitments

Exercise - Dealing with Procrastination

- Identify a situation or task that you tend to procrastinate on
- What are the reasons you do not deal with this task or situation?
- What is the cost to you of not tackling these tasks or situations?
- Can you identify one action you can take to help you to change?

Some work for you

- Stop doing
- Continue doing
- Start doing

Signed ........................................... Date: _____________________
Summary

• Plan, monitor and evaluate how you manage yourself and your time
• Set and achieve SMART goals
• Use a time management system and effective strategies
• Get things started and finished – beat procrastination
• Maintain balance

Feedback

• Your feedback is important to us so that we can improve our workshops to meet students’ expectations. Please take a few minutes to fill in the questionnaire at

https://www.surveymonkey.com/r/sldwebinar1718

Resources

• Blackboard: ASSL (Academic Skills for Successful Learning)
• Facebook: facebook.com/studentlearning
• Website: http://student-learning.tcd.ie
• Twitter: twitter.com/StudentLearning1