

How to Study Workshop

SAC Writing Center



ALAMO COLLEGES DISTRICT
San Antonio College

Academic Success



Outline

- ▶ Avoid Multitasking
- ▶ Learning Styles- Know your style
- ▶ Note Taking -5 R's
- ▶ Time Management and The Study Cycle
- ▶ Blooms Taxonomy- Take advantage of problems
- ▶ Studying Difference between High School and College

Study Setting

- ▶ Where do you usually study? Is it constant?
- ▶ Research has proven that having a set study space helps your brain get in “study mode.” In other words, you are more likely to focus in a designated space, and the time you use to study will be more efficient.
- ▶ Disconnect- Social media, friends, phone. Your frontal lobe is always planning. Knowing that your phone is close by will make you want to get distracted with it- Contacts, social media, information that is not crucial, etc.
- ▶ The specific time you dedicate to study will make a difference between being able to accomplish your study goals or not.
 - ▶ Think, what time do you perform best? Is it in the morning? Night?
 - ▶ When does your social life take up most of your time? Is it at a specific time during the day? Weekends?
 - ▶ When is the best time when you can successfully reduce these study distractions?

Study Setting- Cont.

- ▶ The place and the setting you create to study make a huge impact on the results you get from it.
- ▶ When studying keep in mind:
 - ▶ Get a place(s) where you can be free or away from distractions
 - ▶ Keep your phone put away.
 - ▶ Gather all your material- You do not want to spend additional time looking for your books or materials. This should be done BEFORE you start studying.

Avoid Multitasking

- ▶ Let's say you have five major exams next week. What is the best course of action.
 - ▶ Multitasking... Right?
 - ▶ NO. Not quite.
- ▶ What is multitasking?
 - ▶ Multitasking, or juggling is the process where you place your attention on different tasks “at the same time.” However, as we know, the brain can only focus on one thing at a time. Therefore, you are actually asking your brain to work harder by switching from one task to another.
 - ▶ As expected, multitasking produces poor results and increase the time it takes you to complete tasks.

Avoid Multitasking - Cont.

- ▶ Multitasking will NOT make you more effective. By the contrary, you will spend more time completing your assignments, and you will end up having to revisit the information you were working on while multitasking.
- ▶ Finally, multitasking can hinder your mental and physical health.
- ▶ A study from Harvard Medical School discovered that “Multitaskers are also less likely to retain information in working memory.”
- ▶ Multitasking can lead to health issues due to excessive stress inflicted on your body.
- ▶ Finally, multitasking can cause memory impairment.

Learning Styles

VERBAL

Words are your strongpoint!
You prefer to use words both
in speech and in writing!

VISUAL

You prefer to use pictures,
diagrams, images and spatial
understanding to help you
learn

MUSICAL / AUDITORY

You prefer using sounds or
music or even rhythms to
help you learn.

PHYSICAL / KINAESTHETIC

You use your hands, body
and sense of touch to help
you learn. You might 'act
things out'.

WHAT'S YOUR LEARNING STYLE?

LOGICAL / MATHEMATICAL

Learning is easier for you if
you use logic, reasoning,
systems and sequences.

SOCIAL

You like to learn new things
as a part of a group.
Explaining your
understanding to a group
helps you to learn.

SOLITARY

You like to work alone. You
use self-study and prefer your
own company when
learning.

COMBINATION

Your learning style is a
combination of two or more
of these styles.

Note Taking- 5 R's

- ▶ Effective note taking is an important skills that can be used in a myriad of situations. It helps you communicate more effectively in your personal life, your work, and your studies.
- ▶ In addition, note-taking allows you to properly understand the information and retain the material longer.
- ▶ Taking proper note-taking can make the difference when it comes to succeeding in a class.
- ▶ But... What are the steps to create proper note taking.
- ▶ Follow the 5 R's Method

Note Taking- 5 R's -Cont.

The 5 Rs of Notetaking

Record: During the lecture, write all meaningful information legibly.
You can audio record while taking notes

Reduce: After the lecture, write a summary of the ideas and facts using
key words as cue words.

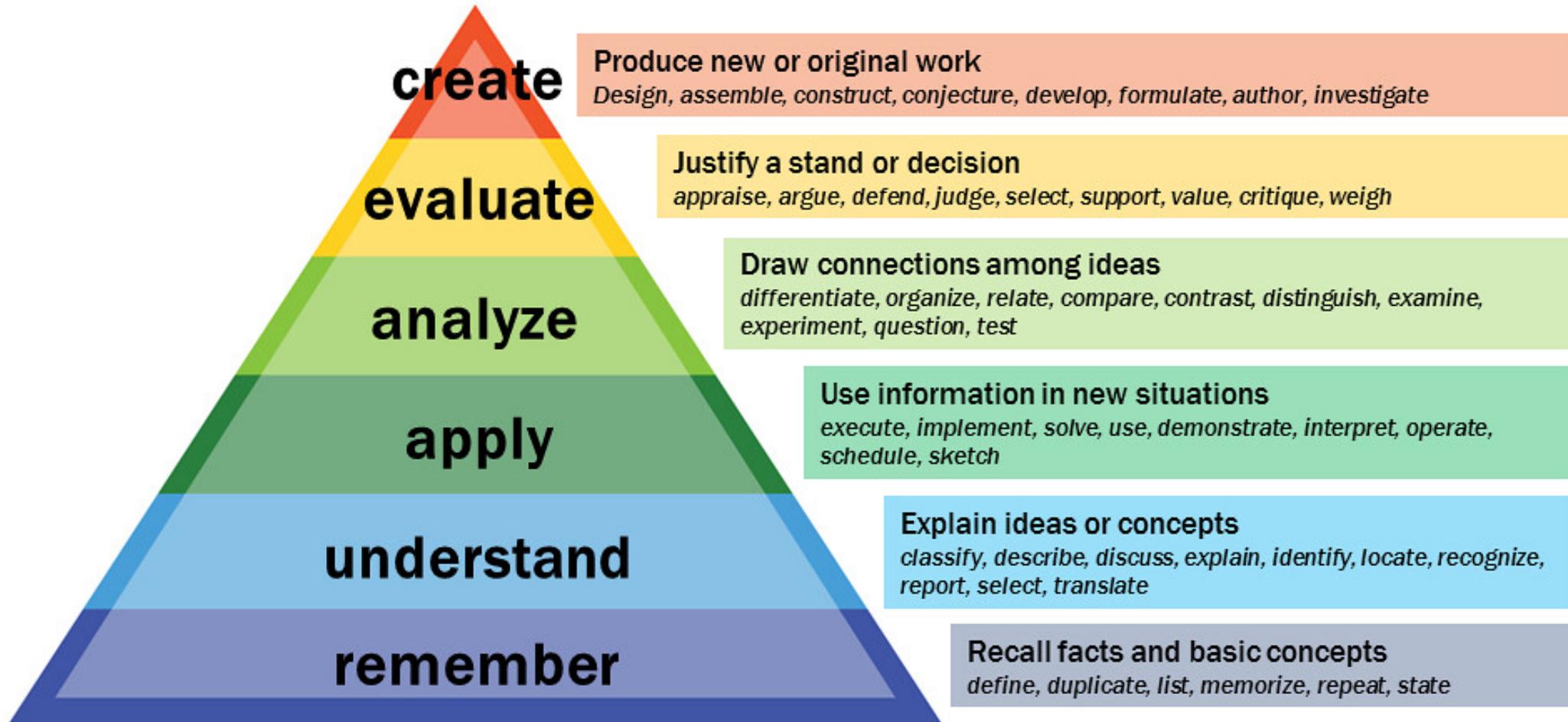
Recite: Recite all the information in your own words without
looking at our notes or the text.

Reflect: Think about your own opinions and ideas. Raise questions
and record original ideas

Review: Before reading new material, take 10 minutes to review
your older notes. Skim over the main ideas and details.

Bloom's Taxonomy

Bloom's Taxonomy



Time Management and the Study Cycle

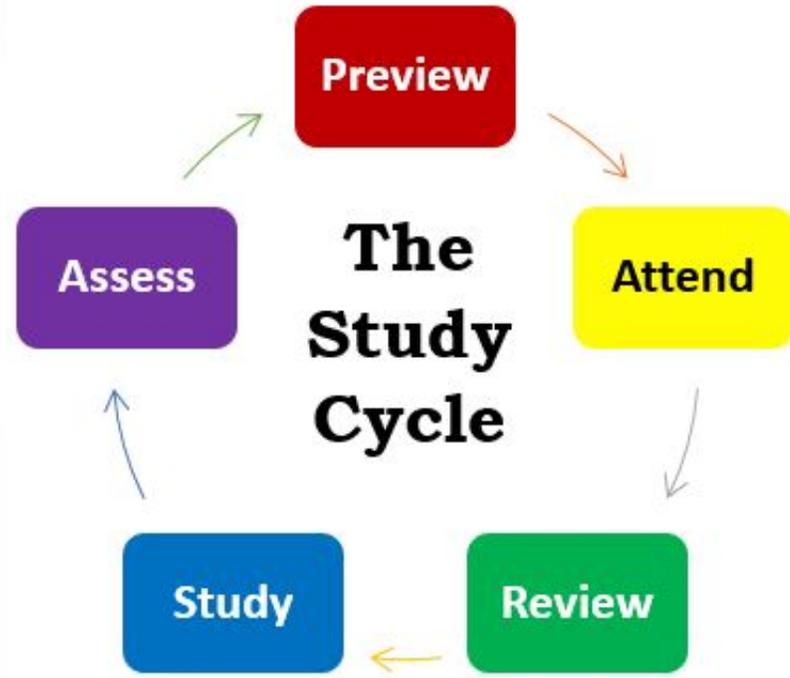
Time Management Matrix



Time Management and the Study Cycle -Cont.



UNLOCK YOUR FULL POTENTIAL!



Preview before class: Skim chapter/handouts, notice headings and bold words, read summaries and objectives, write questions prior to the lecture.

Attend class: GO TO CLASS! Pay attention to the lecture. Participate in discussions. Ask questions. Take meaningful notes.

Review after class: As soon as possible, read your notes, fill in gaps, and write down questions to address when you study or with the instructor.

Study: Review info multiple times using different strategies. Ask questions (Why? How? What If?). Use intensive study sessions daily and weekend reviews to make connections.

Assess your learning: Perform periodic reality checks. Ask yourself, "Are my study methods effective?" and "Do I understand the material well enough to teach it to others?"

Time Management and the Study Cycle -Cont.

HOW TO PRIORITIZE

THE EISENHOWER MATRIX

	URGENT	NOT URGENT
IMPORTANT	IMPORTANT & URGENT - DO IT NOW	IMPORTANT & NOT URGENT - SCHEDULE & DO IT SOON
NOT IMPORTANT	URGENT & NOT IMPORTANT - RESCHEDULE OR DELEGATE	NOT URGENT & NOT IMPORTANT - DO LATER OR AVOID!

! WATCHING!

The graphic features a laptop on a marble surface on the left. The Eisenhower Matrix is a 2x2 grid with colored boxes: green for 'Important & Urgent', blue for 'Important & Not Urgent', red for 'Urgent & Not Important', and yellow for 'Not Urgent & Not Important'. A pink warning triangle is on the left, and a sunset image is at the bottom right.

Studying Difference Between High School and College

- ▶ Remember that college is very different from high school. Some of the major difference you need to keep in mind are:
 - ▶ College professors expect you to turn in ALL your work
 - ▶ You need to set aside at least two hours for study time in addition to the time you attend to class
 - ▶ Deadlines are HARD deadline- Hardly ever instructors allow you to get extra credit and you will never get a “make up day” in lieu of all the missing assignments.
 - ▶ Grades are not negotiable. Your final grade reflects the effort and commitment you gave throughout the entire semester.
 - ▶ You are responsible for your own learning

Studying Difference between High School and College

- ▶ Study partners and groups will give you a greater opportunity to succeed
- ▶ Schedule time to sleep and have fun
- ▶ Be organized
- ▶ Switch up your setting
- ▶ Concentrate when studying

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