

STUDY SKILLS

Time management:

Now, you are the one who keeps track of your time. The control of your time is in your hands. For the effective time management:

- Make a to-do list: You can have to-do lists for various time-periods (one day, or one week, or one month), and for different areas of your life (job, hobbies, household chores, family matters, etc.). If you write tomorrow's list today, you can be more objective regarding your priorities; if you wait until tomorrow, your priorities might seem less important than whatever you feel like doing.
- Prioritize your tasks: Prioritizing helps to assure that you will accomplish your most important tasks, even if you don't accomplish all of the tasks.
- Get organized: In a neat, orderly work-area, you know where things are located, so you can find them quickly. Some people feel they are more productive among clutter and chaos. Many people waste time looking for things amongst clutter - if it's clean and organized, it eliminates the time to search for something, and gives you more time to complete your prioritized tasks in a more efficient manner.
- Divide big jobs into smaller ones: This makes tasks less intimidating and easier to schedule by creating an assortment of smaller tasks which can be performed during smaller available increments of time.
- Create a deadline: Having a deadline to get a project completed can be motivating.
- Learn to say "no" assertively: If you yield to every request for help, your life can become too full with responsibilities. While it's always nice to be "helpful" and "give of your time", it's also very easy to fall into the trap of "giving your time away".
- Make a time log: With this record of your time usage, you can see how you are spending your time. You might be surprised by the amount of time that is squandered by unimportant tasks.
- Frequently remind yourselves of your goals: Choose goals which are worthy. If you attain goals which are not truly relevant to your values and your material needs, you will have wasted your time. You can make an overall life goal list or use your daily/weekly/monthly/annual to-do list as your goal list. Look at it frequently. Say your goals aloud to yourself.
- Follow your own rhythm of work: For instance, you might notice that you have more energy at particular times of the day. If you are a "morning person," schedule your challenging tasks for the morning. Or whenever you feel energetic, you can choose to work on your difficult tasks. Always allow yourselves some time for relaxation, recreation, and vacations. If you try to work all of the time, you will become fatigued and less productive anyway, so you might as well take those breaks.

Reading:

SQ3R is an effective technique can be used in reading and studying.

SQ3R- SURVEY, QUESTION, READ, RECITE, REVIEW

SURVEY • Read the title.

- Read the abstract.
- Notice each boldface heading and subheading.

- Notice any charts, tables, graphs

QUESTION • Turn the title, headings, and/or subheadings into questions;

- Read questions at the end of the chapters or after each subheading;
- Ask yourself, "What did my instructor say about this chapter or subject?"
- Ask yourself, "What do I already know about this subject?"

READ • Look for answers to the questions you first raised.

- Answer questions at the beginning or end of chapters.
- Take notes or underline the important parts.
- Note all the underlined, italicized, bold printed words or phrases.
- Stop and reread parts which are not clear.
- Read only a section at a time and recite after each section.

RECITE • Orally ask yourself questions about what you have just read and/or summarize, in your own words, what you read.

- Take notes from the text but write the information in your own words.
- Underline/highlight important points you've just read.

REVIEW • After you have finished the entire chapter, go back over all the questions from all the headings

- If you cannot answer them look back.
- Review(s) should be done daily.

Listening and Note-taking:

Before Lectures

- Read course syllabi to find out the topics of the lectures.
- Review your notes from the previous lecture.
- Do the required readings for the lecture.

During Lectures

- Sit front - there are fewer distractions and it is easier to see and hear.
- Pay particular attention during the second 20 minutes when you tend to lose it when a conclusion might be drawn.
- Listen actively - come to class prepared to the lecture, maybe with some questions about the topic in mind.
- Use a standard and organized note-taking method.
- Leave a few spaces blank as you move to the next point so that you can fill in additional points later if necessary.
- Don't try to write down everything the lecturer says. Try to capture the important points during the lecture and write them down.
- Ask the lecturer to clarify the points that are unclear to you.

After Lectures

- Go over your notes as soon as possible.
- Use other resource to clarify the points that are confusing (internet, other books, ask your friends or ask the lecturer)

Remembering:

1. Understand thoroughly what is to be remembered.
2. Review the main concepts.
3. Put the ideas into your own words; make your own examples and illustrations.
4. Try to associate the points to be remembered with images, sentences, and rhymes which can be easily recalled.
5. Follow suggestions for reviewing.

Concentration:

1. Set a specific place for study- library, vacant classrooms, your room, etc.
2. Make sure that your study area has the followings:
 - o Good lighting,
 - o Adequate ventilation,
 - o A comfortable chair,
 - o Try to minimize the distractions in your study area (at least while you are studying) like friends coming, loud music, internet, with TV on, etc.
3. Try to establish a regular routine of eating and sleeping.
4. Try to make the material interesting and meaningful for yourself.
5. Set realistic and concrete goals. "I'm going to study two hours today," instead of "I'm going to spend whole Saturday studying,"
6. Reward yourself after you achieved your goal.

Test taking skills:

1. Arrive on time to the exam room.
2. Pay careful attention to the written and oral instructions.
3. Quickly look all the questions so you can allocate your time accordingly.
4. Pay careful attention to answer the questions as asked.
5. Complete the easiest parts first; do not get stuck with on a single question.
6. If you feel that you're panicking, stop, take a few deep breaths, try to calm yourself, and then continue (test anxiety).

Need Additional Help?

For further information, please e-mail at KURES: kures@ku.edu.tr

References:

Helkowski, C.; Stout, C. & Jongsma, A. (2004). *The College Student Counseling Treatment Planner*. Hoboken, New Jersey: John Wiley & Sons Inc.