General

Beginning of semester

~ List and map assessments, chapters, topics, tasks

~ Make a place to record every single assessment / exam tip

~ Make a place to record questions for revision

Help future me

~ Note down what worked, what didn't on post its and in note book

~ Put any summarised notes / cheats-heets into PDF docs, they are useful at work

Study tips

DO THE CHAPTER EXERCISES

Be deliberate

Youtube

Online resources

Online walkthroughs

Old test questions

Think: why is this relevant? And answer.

Meet weekly learning objectives

Read slides/summary prior to lecture

Read theory guide, establish main points, learn on net - take notes, browse chapter and add notes if anything missed

Turn up to every class, lowers workload significantly

Studying is not a spectator sport, do stuff, don't just read.

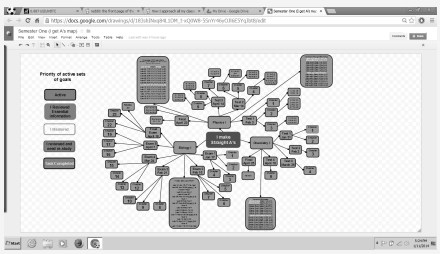
Tools

Context map

Plan semester with MS Project

Libra Draw is really handy at drawing graphs

Context Map



Essays

Start as early as possible

Review textbook index and unit guide for things to discuss

Use journals

Use google books

Think about and cater to audience

Be crystal clear about objective

Read other essays on the topic

What, where, how, why, when

Why, why, why

Review previous exams for ideas and a refresher

If low word count use pictures and graphs to convey message

Advice to self

Eat that frog

Pick the vital 20%

WWSMAND?

Breaking a job down makes it more achievable

Associate good feelings with the task

It is NEVER too late to commit

Advice to self (cont)

Re-read responses on T/F because I often accidently circle the wrong letter

In IS you are expected to work it out for yourself, so google is your friend

Get after it!

Use previous plans and preps as templates (exams, assignments)

It always seems like you will never get it but then you do **and it feels great!**

Resist the temptation to do small things first (they become habit)

Online resources

Add to this as you find more

http://www.reddit.com/r/explainlikeimfive/

http://www.cheatography.com/

http://www.cse.buffalo.edu/rapaport/howtostudy.html

http://www.cram.com/

http://www.hashref.com/summaries/The-NowHabit.pdf

http://ocw.mit.edu/index.htm

http://metacademy.org/roadmaps/rgrosse/learn_on_your_own

http://www.reddit.com/r/GetStudying/

http://ankisrs.net/

http://www.reddit.com/r/LifeProTips/comments/136zs4/lpt_another_way_to_write_fast_wellconstructed/

Time and effort

Every minute spent planning saves about ten in execution. **Plan everything.**

Plan: Objective, Outputs, Tasks, Timeline

Study in the evening, works better for me



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Time and effort (cont)

Remember Parkinson's Law

Disconnect the internet if find self procrastinating

Establish the vital 20%

The 80/20 rule = work on the vital few tasks not the trivial many. Most busy people are working on tasks of low value

Never allow self to start after a brief surf, it turns into more.

Any task, no matter how complex, can be broken down to manageable smaller tasks. Then any goal is as easy as checking off tasks. Those tasks should go down to about the size of an hour or a few hours.

Reduce anxiety

Bananas reduce anxiety (potassium)

Chamomile Tea = calm and sleepy

Be own best friend, do things at beginning to make life easier in the middle of semester, because it gets bad

Look out for self

Say no

Exercise

Turn up to every class

Don't rush things

Stay in the moment, try not to multitask

Deliberately go slow

Ask yourself 'Whats wrong with this moment exactly as it it? What am I doing?'

Focus on common sounds, repetitive actions, close your eyes, listen to music, keep looking.

Reduce procrastination

Set self up to succeed, plan.

Use colour when bored to add some creativity and recapture focus

The pomodoro technique works well (25 / 5 minute thing)

Turn internet off if you need to

Use the Force

Get visual

If you don't start somewhere, you won't get anywhere

Break it down

Do the hard stuff first

SWIM just keep your head above

Exams

Study block – Time Management

1 Say no to social stuff completely

2 Divide study block by exams evenly

Put together any notes the lecturer has shared

Practice drawing anything you might need to draw in the exam (eg graphs)

Form an opinion

Make a learning plan

1 Review previous study plans and reuse what worked / is relevant

2 Review previous exams for main topics

3 Keep a list of exam tips

4 Grab your question list

Practice questions

Typing is faster than handwriting

Keep a list of questions

Why is this relevant? Why, Why, Why?

Exams (cont)

Description, explanation, example

Explain like reader is 5

Online quizzes

Case study

List the key points

List potential relevant topics to learn

Make 'Cheat Sheets' on these topics

Short Response

List the key topics from past exam questions

List any other potential areas to learn which could be relevant

Cheatsheet

Short paragraphs

Practice writing sound arguments

Revision questions

How do topics interelate - this often comes up



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