

IF ONLY I KNEW HOW TO DO IT...

How to study effectively at university?

STUDY CUSTOMS, TIME MANAGEMENT

The course is supported by the project EFOP-3.4.3.-16-2016-00005 „Korszerű egyetem a modern városban: Értékközpontúság, nyitottság és befogadó szemlélet egy 21. századi felsőoktatási modellben”.

Optimal outer and inner conditions

Factors determining learning achievements

- Abilities, skills
- Learning strategy
- Learning techniques
- Motivation
- Conditions
- Time management, planning
- Our current state
- Our self-esteem related to learning

Outer conditions

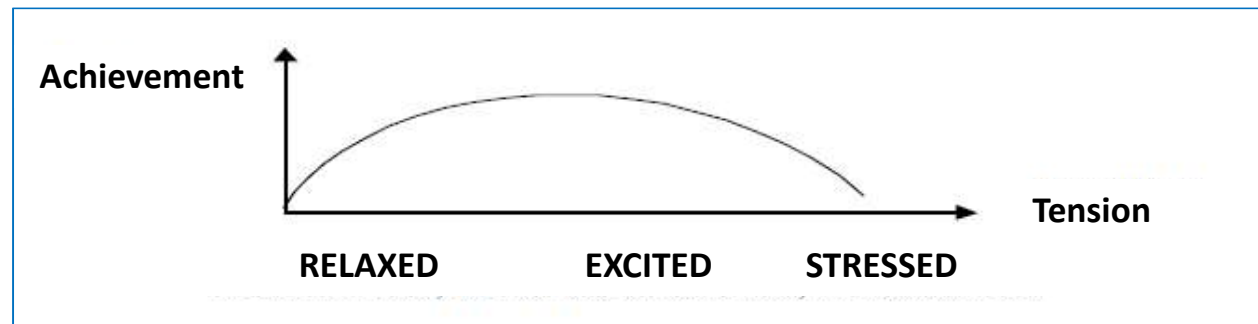
- Constant place to study
 - Make it cozy (light)
- Necessary materials, items should be close
- Temperature, oxygen supply of the room
- No disturbing noises



Optimal inner conditions

- Current state of student (sleep, comfort, energy, interest)
- Start: getting in the mood, decision
- Planning, keeping to agreement with ourselves – avoid postponing

- Learning – tension
(medium level is optimal)



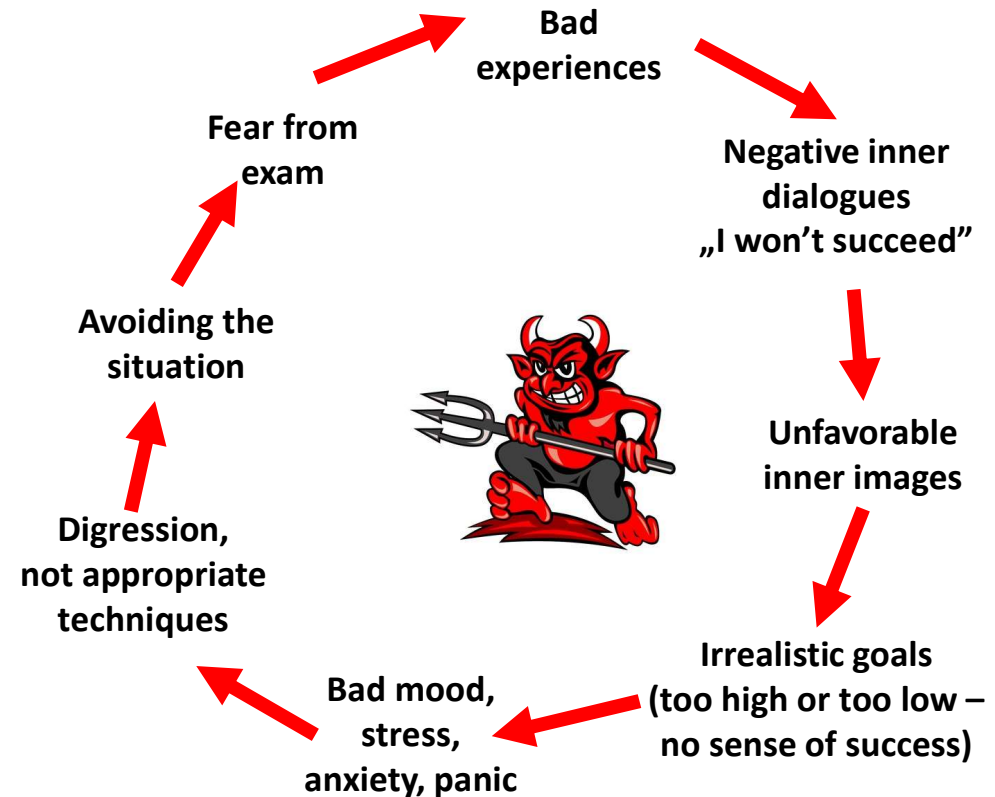
- Tiredness
 - real → sleep
 - Boredom, weariness – individual methods to activate yourself
(e.g. switching to new type of task, new learning technique, motivation – reward)
 - Breaks (pauses)
 - ✓ After a pre-determined amount of study material – study material will be fixed in memory during the break
 - ✓ Activity – should be very different from learning activity; exercise/sports!

Student self-concept

- Self-esteem in learning → successful learning
 - Healthy self-confidence → favorable effect
 - Negative self-esteem → negative predictions will come true; anxiety → limited ability to study, less successful in applying study techniques
 - Striving at perfection – anxiety
- Self-esteem ← study history, experiences

! You can break the vicious circle!

- ✓ New behaviors during learning process
- ✓ Changing learning customs



Tips to put an end to low self-confidence

- Change your inner dialogues! $- \Rightarrow +$

Negative	Positive
"I have no talent for Chemistry."	"I will understand Chemistry step by step."
"I won't be able to say a single word."	"I take a deep breath and will speak calmly."
"I won't remember anything."	"I have studied all the lessons, I will remember something."

- Changes your inner images!
 - Visualize an image about yourself, when you are successfully solving a problem
 - Visualization: powerful method to influence ourselves



Tips to put an end to low self-confidence

- Prepare self-check questions for each topic
- Organize a study circle with fellow students
 - Prepare from the material in advance
 - Prepare with questions
- Write a practice test from the topic
- Ask someone to listen to you while reciting the material
 - Ask this person to evaluate your performance (grade + oral evaluation)
- Invent titles of short essays or questions that could be asked at the exam
 - Prepare a draft for each topic/question



Time management

During the semester

Let's calculate!

1 week= 168 hours

HOURS	ACTIVITY
168	starting point
- 56 (7 x 8)	sleep
- 14 (7 x 2)	eating
- 10	morning routine, travelling
- 6	sport
- 24	spare time activities
- 26	lectures, seminars, practices
- 12	work
= 20	Time remaining for individual learning

In case of 5 courses: 4 hours / course / week

Measure how much time you need for learning

Most important learning activities:

- Reading (textbook, journal papers etc.)
 - Reading lecture notes
 - Preparing your own notes
 - Preparing lab notebooks
 - Tasks, assignments
-
- if $> 20 \text{ h} \Rightarrow$ ORDER OF IMPORTANCE!
 - Cut out time-consuming factors / time robbers!



Time robbers

https://forms.office.com/Pages/ResponsePage.aspx?id=1AIHVwcBOUqp1XR_i5eukdfwGXAJSI5HmoZLU3aISbpUMDBRUVRKRUswWTZRWTFURk9VM1FNWjdXVi4u

Time robbers

Total score	Evaluation
0-25 points	<ul style="list-style-type: none">• Time robbers are active each day!
26-35 points	<ul style="list-style-type: none">• There is a security system against time robbers, but it does not work efficiently!
36-45 points	<ul style="list-style-type: none">• Time management is quite good, but there are some weak points in the control system.
46-54 points	<ul style="list-style-type: none">• Congrats! Good example of managing your time.

Time-consuming outer factors

- Interruptions
- Crisis management – doing the most urgent tasks instead of the most important ones
- No clear rules or not keeping to the rules
- Poorly organized work process
- Little or insufficient information
- Meetings with low efficiency, delays due to late-comers
- Rattles, chatting too much

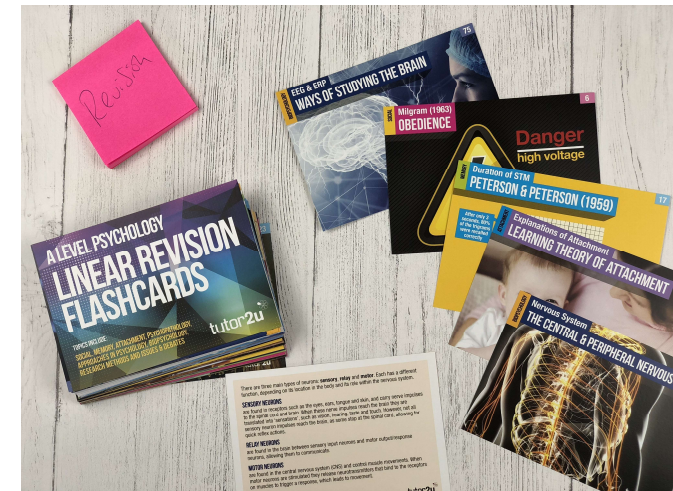
Time consuming inner factors - ourselves

- Lack of clear communication – taking the other person's time, too!
- Postponing decisions
- Underestimating the required time for an activity → delays
- We want to do too many things at the same time → half-ready with everything
 - It takes a lot of time to re-start a task
- Leaving a task without solving it – losing our enthusiasm
- We cannot say no to anyone
- Poor organization – digression, lack of self-control
- We don't delegate tasks to others
- Postponing
 1. Realize that you are postponing things!
 2. Make the consequences of postponing clear for yourself!
 3. Start studying!



Make use of idle times!

- travelling
- waiting
- queuing
- phone calls
- answering e-mails
- overview of notes
- flashcards

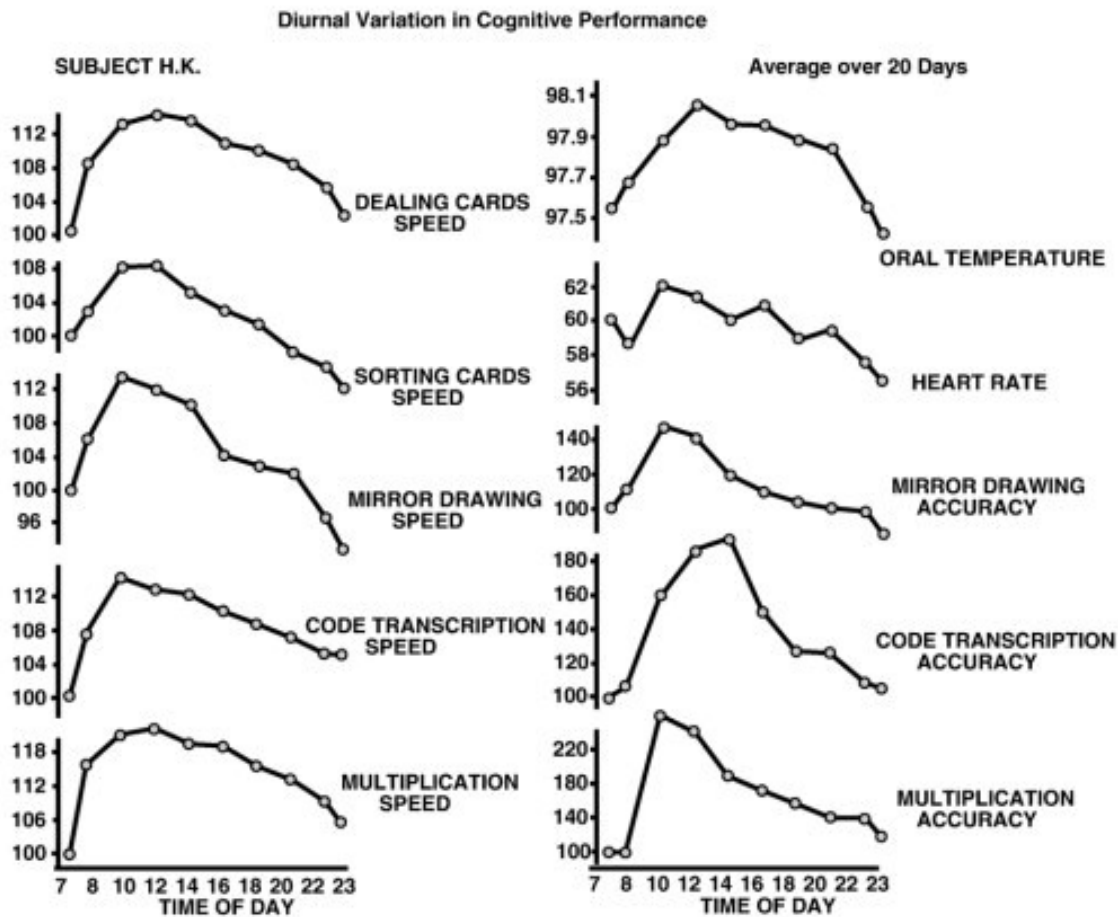


Plan your day / week!

- 10 min / day: plan your daily tasks
- Set goals
- Order of importance
- Can you combine tasks/errands?
- Planning – commitment
- Use a planner, write to-do-lists



When can you study the most efficiently?



Individual differences:



Do one thing at a time



- **Multitasking** – works only with certain activities
- Tasks requiring concentration: done parallel (not one by one) \Rightarrow cognitive performance \downarrow 40%

Rubinstein et al. 2001. J. Experim. Psychol: Human Perception Perform. 27/4. 763-797.

Leave some time to relax!

Don't cut out exercise/sports!

- Burning out – also in students
- Long-term high performance – balance between learning / spare-time activities
- You need **self-discipline**
 - While chilling out – don't think about school tasks
 - While learning – no social media, games – distraction
- **Keep fit**
 - energy levels, stamina ↑
 - study skills, passing exams ↑

Start running and watch your brain grow, say scientists

- Aerobic exercise triggers new cell growth - study
- Region of brain affected linked to recollection



▲ The television newsreader Emily Maitlis out jogging after taking her children to school. Research on mice shows that running and other aerobic exercise stimulate the growth of new brain cells, leading to enhanced memory recall. Photograph: Beretta/Sims/Rex Features

The health benefits of a regular run have long been known, but scientists have never understood the curious ability of exercise to boost brain power.

Now researchers think they have the answer. Neuroscientists at Cambridge University have shown that running stimulates the brain to grow fresh grey matter and it has a big impact on mental ability.

A few days of running led to the growth of hundreds of thousands of new brain cells that improved the ability to recall memories without confusing them, a skill that is crucial for learning and other cognitive tasks, researchers

The Guardian, 2010. január 18.