



# Study Skills 100

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## Classroom Rules

- show up
  - attend class
- be kind
  - respect yourself and others
- do your best
  - be responsible for your own learning



### Class Schedule and Grade Breakdown

See the calendar on Moodle for:

- class dates and topics (attendance is worth 50%)
- assignment due dates (assignments are worth 50%)

## Before a Seminar Weekend

- Complete any pre-requisite reading and assignments.
- Prepare your body and mind. Get adequate sleep and hydrate! Seriously, a Seminar Weekend can feel like a marathon and marathons are best completed when you are rested, fueled and hydrated.
- Check the schedule to find out which classes you have.
- Pack your supplies according to your classes. Yes, there is a lot to bring. You may consider using a rolling suitcase or two!

## Before a Seminar Weekend

- Possible supplies needed:
  - assignments that need to be submitted in hardcopy format
  - your note-making system and/or computer
  - lecture notes/powerpoints provided by your instructors
  - your list of questions
  - scrubs, appropriate attire and footwear
  - sweater, blanket, comfy shoes
  - linens and lotion
  - pens, pencils, highlighters, scissors, markers
  - snacks, lunches, water, money
  - materials for class (see list on the next page), make sure you label ALL of your textbooks with your name
    - your instructors may request that you bring other materials to class so be sure to add these items to this list!

## During a Seminar Weekend

Do your best to come to class prepared and with an open mind, willing to learn.

- Label everything! Put your name, date, class, and due date (if applicable) on every handout you get. Trust me, it will save you time and frustration later.
- Use a system to keep track of homework and assignments.
- Listen attentively, participate in all activities, and ask questions!
- Make notes and soak up as much as you can!
- Power through the three days – you will be rewarded!

## After a Seminar Weekend

Breathe. It will seem like there is a lot to do and there is but you have a month to get it all done. Take it day by day and step by step.

- Organize yourself! Write all due dates in your calendar and work backwards to ensure you have enough time to complete everything.
- Attend evening classes.
- Study and make notes.
- Complete all assigned readings, assignments, tests (CBAs).
- Make a list of questions and contact your instructors as needed.
- Begin to prepare for the next Seminar Weekend – the cycle continues!!

# Questionnaire

1. What grade would you like to obtain in this course/program? \_\_\_\_\_
  
2. What do you want to be when you grow up?
  
  
  
  
  
  
  
  
  
  
3. Do you like to study?    yes    no

4. Complete the following statement by circling all that apply.    *I study....*
  - a. on my bed
  - b. at the kitchen table
  - c. in my room
  - d. on the couch
  - e. at a desk
  - f. on the floor
  - g. with music playing
  - h. in silence
  - i. for hours at a time
  - j. for short periods of time
  - k. in front of the TV
  - l. by myself
  - m. with friends

5. True or False. Check only one.

TRUE	FALSE	STATEMENT
		I have enough time to study.
		I study effectively.
		I get enough sleep.
		I get enough exercise.
		I have a healthy diet.
		I am usually hydrated.
		I have a good memory.
		I set goals.
		I make lists.
		I use a daily planner and/or calendar to keep track of events in my life.

5. True or False. Check only one. *Continued...*

TRUE	FALSE	STATEMENT
		Tests and/or exams make me very nervous.
		I reward myself after studying and/or doing well on a test.
		Wellington College is my first post-secondary education experience.
		I have basic computer skills (email, word, powerpoint, etc.)
		The Basic Remedial Massage Therapy course is the number one priority in my life.
		I know how I study best.
		I like to ask questions in class.
		I take responsibility for my own learning.
		I am able to handle conflict in a positive way.
		I graciously receive constructive criticism.
		I use social media on a regular basis.
		I am professional.

# RULES for Studying

There are only 3 rules:

1)

2)

3)

## YOUR STUDY SPACE

1) Find a space that is

- only for studying
- quiet
- free from distractions
- comfortable
- relaxing
- a back up study space
- other: \_\_\_\_\_



# YOUR STUDY SPACE

## 2) Make it more comfortable

- quality chair and/or pillow, blanket, foot rest
- air quality (window, filter, humidifier)
- temperature (fan or space heater)
- lighting (natural or incandescence)
- back up lighting
- flowers/plants
- natural wood
- positive images/messages
- other: \_\_\_\_\_



# YOUR STUDY SPACE

## 3) Make it functional and organized

- pens, pencils, whiteout, erasers
- rulers, scissors, glue, tape
- index cards, sticky notes
- highlighters, markers
- bulletin board(s), white board(s)
- stapler, hole puncher
- textbooks
- paper, binders
- computer/laptop/tablet
- ear plugs
- skeleton
- quick supply package
- other: \_\_\_\_\_



# Goal Setting

## GUIDELINES

- write SMARTER goals
  - Specific
  - Measureable
  - Attainable
  - Rewardable
  - Timely
  - Evaluate
  - Replan

- link goals in different categories together
- make it personal
- expect to fail sometimes, shake it off
- use it as a tool only

## Notes



# Goal Setting

LONG TERM GOALS (5-10 years)

INTERMEDIATE GOALS (3-5 years)

SHORT TERM GOALS (1-2 years)

INTERMEDIATE GOALS (this month, week, day)



## Time Wise

- set due dates and work backwards
- be flexible – plan to re-plan
- use daily to-do lists
- use fractions of time
  - 20-40 mins max / subject
  - waiting for anything
  - time before and after class
  - cover your walls!
- use variety



## Distance Education

SUNDAY	MONDAY	TUES	WED	THURS	FRIDAY	SAT
complete pre-reading and prepare for Seminar					SEMINAR WEEKEND	
SEMINAR WEEKEND	plan!		study for upcoming tests (CBAs) and finish related assignments			
study for upcoming tests (CBAs) and finish related assignments			complete tests (CBAs)			
	CBA's DUE	complete pre-reading and start to work on assignments				
complete pre-reading and start to work on assignments					SEMINAR WEEKEND	

# Study Formula

## 1) Warm-up: prepare mind and body


- Set a goal
- Relaxed alertness
  - » breathing, muscle relaxation
  - » visualization, affirmations
- Reduce stress
  - » worry list




## 2) Event: read / make notes / test / listen to a lecture / assignment

## 3) Cool-down: recall / review / reward

- Use the Study Formula for...
  - listening to lectures or evening class
  - reading assignments
  - textbook assignments
  - quizzes
  - tests
  - exams
  - etc!

TEST ANXIETY?		NEVER	SOMETIMES	USUALLY
I have trouble sleeping the night before a test.				
During a test my palms sweat.				
Before a test I get a headache.				
During a test I have become nauseated and have had to leave (the testing session).				
Because of panic I have cut class on a test day.				
I have had pains in my neck, back or legs during a test.				
My heart pounds just before or during a test.				
I feel nervous and jittery when taking a test.				
During a test my chest feels tight and I have trouble remembering.				
I lose my appetite before a test.				

TEST ANXIETY?		NEVER	SOMETIMES	USUALLY
I make careless errors on tests.				
My mind goes blank during tests.				
I worry when other students are finished before I am.				
I feel pushed for time when I am taking a test.				
I worry that I am doing poorly on a test and that everyone else is doing all right.				
When I am taking a test I think about my past failures.				
During a test I feel as if I studied all the wrong things.				
I can't think clearly during tests.				
I have a hard time understanding and remembering directions when I am taking a test.				
After a test I remember answers to questions I either left blank or answered incorrectly.				



## Test Anxiety? ANALYSIS



**Questions 1-10**  
refer to physical symptoms and

**Questions 11-20**  
refer to psychological symptoms  
of test anxiety.

**If you checked “sometimes” or “usually”  
ten or more times, you may have some test  
anxiety.**

**Test anxiety is a learned response. Because  
you learned it, you can unlearn it!**

### Common Causes of Test Anxiety:

- ✓ **Fear** that you won't live up to the expectations of important people in your life; worrying that you will lose the affection of people you care about if you don't succeed
- ✓ **Grades** - believing grades indicate your personal worth
- ✓ **Emphasis**— placing too much on a single test
- ✓ **Guilt feelings** that result from inadequate preparation for tests
- ✓ **Feeling helpless**—believing that you have no control over your performance or grades.

**Don't be fooled! A number of people who say they suffer from test anxiety are mistaken. Their problem is a lack of preparation for the test. If you distribute your study and truly learn the material, test anxiety will have little or no effect on you!**

**Try doing something relaxing the day before the test, and be sure to get enough sleep!**

## Visualization

- making a picture or movie in your mind
- a strategy for reading and listening
- this is a very active form of processing information
- helps you to understand information
- your background and prior knowledge will influence you visualization
- visualization can be fun!

## Visualization

- add diagrams, images, charts, colour to your notes and study systems
- make it YOUR OWN
- make it VISUAL
- visualize information using clues from the text or lecture and draw your visualization in your notes or in addition to your notes
- do your best, it works for most people

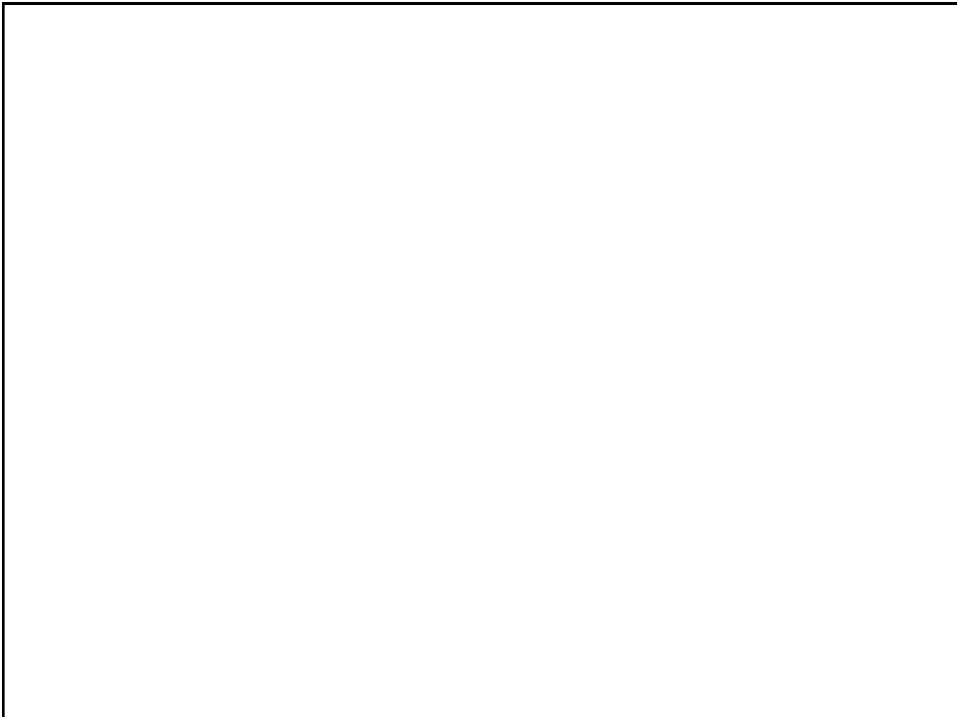
## VISUALIZATION #1

Halitosis is an unpleasant, disagreeable, or offensive breath odor. Poor oral hygiene is the leading cause of halitosis, though it may also be due to eating smelly foods such as onion or garlic, or to smoking. It may be a symptom of an underlying illness, such as alcoholism, throat infection, lung infection, gum disease, tooth abscess, or a foreign body in the nose (usually in children).



## VISUALIZATION #2

Nerves contain supporting cells called Schwann cells that envelop the axons. The combination of axon and Schwann cell is often referred to as a nerve fiber. A Schwann cell extends just a short distance along the axon, with the next cell looking after the next section of axon, from one end to the other. This allows for large axons to be completely surrounded and wrapped by the Schwann cells making a special layer known as myelin. This myelin acts as an electrical insulator, and is important for increasing the speed at which the action potential can travel.



# Concept Maps

Concepts maps can be used to:

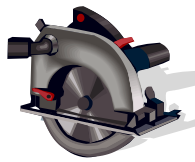
- Develop an understanding of a body of knowledge.
- Explore new information and relationships.
- Access prior knowledge.
- Gather new knowledge and information.
- Share knowledge and information generated.
- Design structures or processes such as written documents, constructions, websites, web search, multimedia presentations.
- Problem solve options.

# Concept Maps

- need: blank paper, pencil, crayons
- steps:
  - 1) central idea with picture in middle of page
  - 2) connect secondary ideas
    - a) use curved lines, colours and pictures
  - 3) connect tertiary ideas
  - 4) make interconnections/associations
- one word per line = more associations
- style: border, colour, lines, spacing, arrows

## Concept Maps – Frustrations?

- changing it up
  - use pencil to start, add colour later
  - can start with sticky notes to move things around, play with it
  - this is NOT wasted time because your brain is actually LEARNING as you change it up
  - the more you work with it the greater the chance of it moving to your long term memory!



## POWER TOOLS STUDY



- Making flash cards
  - physical, visual, intrapersonal
- Concept maps
  - physical, logical, visual
- Record/listen
  - intrapersonal, audio, linguistic, physical
- Teach
  - interpersonal, audio, linguistic, physical



# MEMORY

- We tend to remember
  - Beginnings and endings
  - Similar things
  - Meaningful things
  - Weird things
  - Specific things
  - Things we repeat
- So we need to
  - Study in chunks
  - Make associations
  - Relate it to YOU
  - Find uniqueness
  - Find details
  - REPEAT!!!

While using more than 2 multiple intelligences.

# MEMORY



- SLEEP!
- Be active with information
  - Use more than 2 multiple intelligences
  - Use more than 1 mode
  - Use both sides of your brain (right/left)
- Use your senses and/or emotions
- RECALL information!

