

Studying effectively

Effective study requires good time management. It can be useful to prepare a study timetable to help you manage your time better, especially when you are preparing for exams or at any time when your workload is heavy. Along with other tools such as a daily diary, course task checklist and a semester calendar, you can develop a comprehensive time management system.

Memory and Study practices

We really only learn and remember material that is well understood. It is therefore important to connect new information to something you already know. Regular revision by repeating and writing down information over a period of time improves retention considerably.

Making visual representations of information, such as timelines, mind maps, flow charts and diagrams can help you to remember it.

Set apart a place for study. This should be private, free from noise and other distractions.

Revision

Re-read texts and re-organise or summarise notes soon after first reading/making them. Too long a gap between revision and when you first heard the information will make it harder to understand and remember. Check that you actually understand what you are learning by explaining it to someone else and getting them to ask you questions about it. Sort out these problems by returning to sources or speaking to your lecturer early on.

Organise your notes well, with clear labelling. Review again closer to assessment time.

REMEMBER: you should be reviewing information throughout the semester, not just at the last minute.

Health

You think more clearly when you are feeling healthy. It is important to eat well and have enough sleep leading up to an exam.

Short breaks aid concentration, improve blood flow and memory. When you have a break, do some exercise, breathe deeply and drink water.