

Essential study hacks

Instant tips, advice and activities to help you study smarter this term

There's no such thing as talent, skills come with time and patience! **#STUDENT TIP**

→ 10 Quick Tips

1

LECTURE NOTES:

Make short summaries of your notes and insert funny or cheeky pictures to make them memorable



2

PROCRASTINATION:

Try 'the salami technique'! Cut large chunks of work into 10-20 small sections to work through bit by bit



3

TIME MANAGEMENT:

Mark up an academic planner with modules, assignment deadlines and revision time for the year ahead



4

WRITING SKILLS:

Practice brainstorming; spend 10 minutes planning answers to 5 different questions



5

PRESENTATIONS:

Use the 4 Ps for structure and to build your confidence: Plan > Prepare > Practise > Present



6

GROUP WORK:

Use the pyramid discussion approach: think of a topic on your own, discuss ideas in pairs, build ideas in fours, feed back to the whole group



7

ESSAY WRITING:

Use this model for a fool proof process: Plan > Draft > Review > Revise > Edit



8

PROOFREADING:

Read your work aloud - this is one of the best ways to find the little mistakes your eyes don't "see"



9

EXAM PREP:

Find a board game and devise new Q&A cards for your exam topic, to play with a study partner



10

CAREER PLANNING:

Keep a blog about the skills and work experience you gain through your degree: great examples for your CV on graduation



→ Preparing for University

This is boring, but you'll be pleased you did it!

- ✓ Take out contents insurance for your laptop/tablet. Some insurers do students deals, so carry out a little research first
- ✓ Open a student bank account. Again, do some research – some banks offer perks for students
- ✓ While we're on the subject of money... although it's tedious, it really is a good idea to work out your yearly budget. It's no fun running out of money half way through the semester!

→ Finding Your Learning Style

Ask yourself these questions to make sure you're working in a way that best suits you:

- ? Are you most productive in the morning, evening, or at the weekend?
- ? Do you like listening to music while you work?
- ? Does working in the library help you concentrate?
- ? Do you study better in a group or are you more focused working alone?

Test out different learning styles and keep experimenting until it feels just right.

Find out your learning style and apply that to your studies **#STUDENT TIP**

→ Test Yourself

You'll study more effectively if you understand what gets in the way of your learning. What's your learning style? How bad are you at procrastinating?

Take our quick quizzes online to find out...

Work out your learning style

Find your procrastination quotient



Scan to take the quizzes or visit <https://studysites.uk.sagepub.com/studyskills/tips.htm>

→ Time Management

The clue's in the name with this one, it's all about managing and taking control of your time. Create these 4 timetables and plan, plan, plan!

Study timetable A 24/7 timetable covering the split between study hours and non-study hours	Assignment timetable Keep this record of all your upcoming assignment deadlines - never let a deadline take you by surprise
Revision timetable Work out when you are going to test your knowledge and practise for your exams	Exam timetable Note down all the exams you will be taking. It is all too easy to turn up at the wrong time, on the wrong day and in the wrong place!

Watch your time management when doing assignments and STUDY!!! **#STUDENT TIP**

→ Use A Different Part Of Your Brain

It's important to take time out from your study to relax and do something different. Take a break with a study skills word search, or play a game of bingo with your study buddies.

X Z A N M E W S B X F Y Z V N
M I L L F E R R X B G N W A O
W F O M G C T U Y D Y N J C I
X J A L N Y L **R** S L Y V S Q T
Z X L E I W P **E** T S P U K I A
V E L C C Y W **V** N K E T A N N
N N N T N Z Z **I** E Q O R B Q I
H F I U E F H **S** M E H I P Z T
C C G R R J E **I** N Z D E Q R S
R F H E E M V **O** G K H D B Q A
A X T S F I K **N** I D G S B A R
E D E R E E Y Q S F P Y M F C
S M R F R M U T S S R T M M O
E S P R B V W U A X Z M F C R
R E E H B R B F F A S E W N P

Study bingo - who has a full house?

Enjoy being a student!	Take advantage of your library	Discover if you like working alone or with other people	Go to class prepared and take great notes
Always use a spell checker	Write new words on Post-its and stick them up at home	Buy a simple grammar book - and use it	Work for half an hour every day
Write something every day - your reflective blog?	Prioritise, make lists, use a diary, use a 24/7 timetable	Find a friend, get a study partner, use online discussion boards	Buy your books early
Read your work aloud	Move out of your comfort zone...	Sort your to-do list into things to do now, soon, later	Turn off your phone, don't answer the door. Focus.

→ Writing Skills

Don't aim for one draft writing – it's counterproductive to produce ideas and edit them at the same time, and it rarely works.

Try this instead:

Look at the question – free write, brainstorm

Read some more...

Review, revise and edit your work to make those ideas better

Write – read – write again

Write some more...

Pre-read before lectures, take notes at lectures, post-read and then make summaries and also do not pile up work **#STUDENT TIP**

→ Critical Thinking

As an engaged learner you have to make up your own mind about what you believe and why. Get into the habit of always asking:

1. What is this about?
2. Who wrote it, why, when, where?
3. What impact did it have when it was written?
4. What impact or relevance does it still have now? Why? To whom?
5. How will I use this in my assignment?

Reading in this critical way means that you are actively engaging in an analytical fashion with information as you go. This is a very good thing!

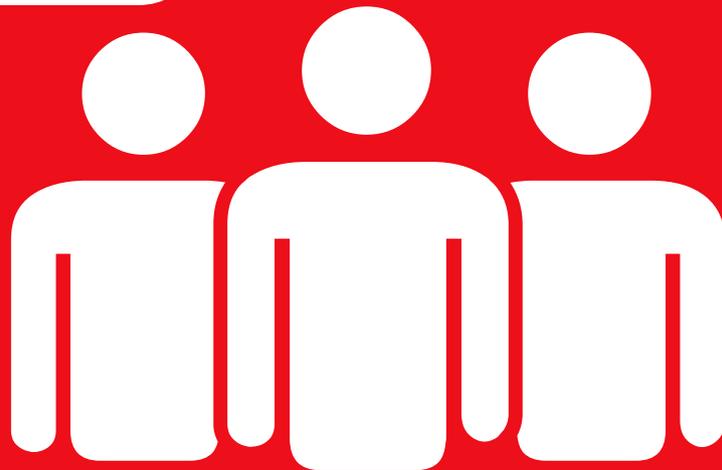
Read a range of sources to develop critical thinking **#STUDENT TIP**

#STUDENT TIPS

Find out how to research online, especially journals, and ask your tutors and lecturers to show you where to look and any free journals that are available

Find your real interest before deciding your major course

Learn to cite and do proper referencing



Need more study skills help? All these tips have been adapted from advice in **SAGE Study Skills** books, and from students.



To find out more about **SAGE Study Skills** visit www.sagepub.co.uk/study-skills