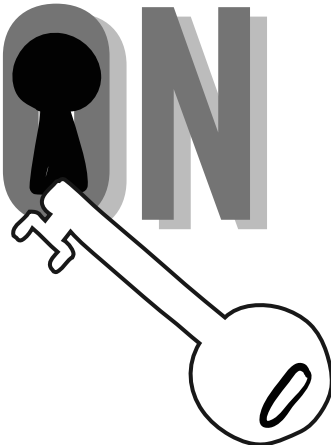


**ZOË CHAPMAN**

*The*  
**ACCESS TO  
HIGHER  
EDUCATION**

*Handbook*

**YOUR COMPLETE GUIDE TO SUCCESS  
ON YOUR ACCESS TO HE DIPLOMA**



## Tips for active listening

### 1. Avoid trying to do multiple unrelated tasks simultaneously

If you are texting whilst your tutor is trying to teach you something, then you are not fully present with either task and the likelihood is one (or both) will be compromised. Try to save multitasking for activities that are less important; choose to focus on what's being said to/around you when you're in a learning environment and be present.

### 2. Try taking notes

The previous point was about avoiding multiple *unrelated* tasks simultaneously, but notetaking is a good example of how you can do *related* tasks simultaneously and have a positive outcome. Although notetaking is a very different skill to listening, if you are taking notes in a lesson, you become more focussed on what you are hearing because you need to know what to write down. If you're not normally someone who takes notes in class, why not try and see if you experience a difference in the amount/quality of information you take on board.

### 3. Be proactive and practise

A great way to practise active listening is to play back any lessons which have been recorded. This not only allows you to practise listening but also taking notes, and/or re-reading your notes to make sure they make sense and are complete – plus if you'd forgotten something, you now have the opportunity to include it!

---

## Student voice

---

I don't mind saying that in school I was one of those students that the teacher would say 'what did I just say?' and I'd have no clue! Since starting work though, I learned quickly that not listening can get you into trouble, so I tried harder and got better. By the time I started my Access to HE Diploma I was great at listening which was definitely helpful!

---

## MAINTAINING MOTIVATION

The Access to HE Diploma can be challenging, and sometimes finding the motivation can be difficult. There will be days that you look at your timetable and know that you've set aside time to study, and the motivation simply isn't there. Or you might sit down to study with good intentions and find that you get distracted easily, or that you cannot focus on the task in hand. Motivation is not ever-present, and progress is not always (if ever) linear. There are two distinct types of motivation – intrinsic and extrinsic – and being aware of your own motivators might also help you get back on track on those days that are more of struggle.

A good starting point if you are feeling low on motivation is to think about your 'why'. Why do you want to complete the Access to HE Diploma in the first place? Remember, you wrote it down at the end of Chapter 1. Often, thinking about your 'why' can trigger motivation as you remind yourself of what your goals are and how your Access to HE Diploma fits into this.

If your 'why' includes reasons such as having a sense of achievement, or because you have a genuine interest in the subject and want to learn more, this is intrinsic motivation. Intrinsic motivation comes from internalised reflection and internalised rewards. If your 'why' includes reasons such as a work promotion and a big pay rise – this is extrinsic motivation. Extrinsic motivation is the opposite to intrinsic and refers to external motivations or external rewards.

---

### Student voice

---

My motivation for studying Access to HE was to show my daughter that anything was possible and be a good role model. She came to my graduation, and it was just the best day! She was so proud of me and that meant so much.

---

## Tips on Maintaining Motivation

Whether you are intrinsically or extrinsically motivated, or find you have a blend of both, you can use this awareness to help bring you back on track when you aren't feeling the drive to engage with your course. A good place to start is to revisit your 'why', or write it out and put it in a visible spot. When you're feeling low on motivation, remind yourself of what you are doing this for and look ahead to what you are going to be rewarded with at the end.

If you find yourself in a moment where you can't be bothered, reflect on why you might be lacking in motivation in the first place. For example, if you're physically tired from a hard day and you just can't focus on studying, it's unlikely that reflecting on your 'why' will muster enough energy to get through it. You would be better to prioritise rest and recovery, then rearrange your timetable to make room for study at another time.

Similarly, if you are so busy that you cannot study on a particular day, no promise of reward is going to find you the time to get it done. Instead, reworking your timetable to accommodate study later in the week is more useful because it's not motivation that you lack, it's time.

Understand that there will be periods of high motivation and periods of low motivation; there will also be periods where life simply gets in the way irrespective of your motivation levels. Motivation will naturally come and go and so staying realistic, exercising self-compassion when unpredictable events happen, and being proactive about ways to motivate yourself when needed will all come together to help you stay on track with your study goals.

---

### Task 3.6

---

Make a list of things that motivate you that you can action when the low motivation sets in. You might say to yourself that for every question you finish, you will put £0.50 in a pot and when you've completed your assignment, you can buy yourself something with the money. Alternatively, you might turn your task into a list and get satisfaction from ticking off each small section once it is complete. Also include what your 'why' is and what your goals are that you want to achieve. You can come back and add to this at any time.

---