

# STUDY SKILLS



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Define tomorrow.

# OUTCOMES

- ❑ Identify tips of successful students
- ❑ Understand motivation and goal setting
- ❑ Explore the value of time management
- ❑ Concentration and Memory
- ❑ Study Techniques

# MOTIVATIONAL QUOTES

- ❑ "Perseverance is not a long race; it is many short races one after another." (Walter Elliott)
- ❑ Success is not measured by what you accomplish but by the opposition you have encountered, and the courage with which you have maintained the struggle against overwhelming odds." (Orison Swett Marden)

# TYPES OF MOTIVATION

## INTRINSIC

- Inward
- Spontaneous
- Inner need for growth
- Engages interests
- Curiosity
- Need for mastery of challenges

Why are you studying?

## EXTRINSIC

- Outer
  - Stems from external influences/  
environmental
  - Gain Rewards
  - Avoid Punishments
- What motivates you?

# STAY MOTIVATED - TIPS

- ❑ **Know your long term goals** – be specific
- ❑ **Long term** – break into short term achievable goals
- ❑ **Break tasks into a smaller tasks** ( ABET 1501
  - 10 chapters –today doing chapter 3
- ❑ **Set time frame** -list the task that you need to get done and tick off the items that you get done – builds confidence

# STAY MOTIVATED

- ❑ Keep **track of your progress** -DAILY
- ❑ Daily **motivational quotes** - diary
- ❑ **Surround your self with motivated, people** who are positive about life, studies
- ❑ **Commitment, Effort, Sacrifice**
- ❑ **Work hard to meet your goals** (DON'T RELY on LUCK)
- ❑ **Be curious, love learning, learning is life**
- ❑ **Reward** -goal achieved e.g. watch a movie
- ❑ **Listen to Podcast** on UNISA counselling website  
[www.unisa.ac.za/counselling](http://www.unisa.ac.za/counselling)

# SHARE YOUR GOALS

- How many modules did you take ?
- What are your goals for each module?
- What are you going to do to achieve your goals
- What does it take to get 75%

## **SMART**

- S-** Specific
- M-** Measurable
- A-** Achievable
- R-** Realistic
- T-** Time bound

# WHY GOAL SETTING IMPROVES PERFORMANCE

- ❑ Key to level of effort you will put in
- ❑ Goals give direction – MAP
- ❑ Goals enhance motivation, learning
- ❑ Goals increase self beliefs
- ❑ Goals increases persistence
- ❑ Without goals a man is LOST



# TIME MANAGMENT

- ❑ 24 HOURS IN DAY
- ❑ 7 DAYS IN WEEK
- ❑ 30 DAYS IN MONTH
- ❑ 12 MONTHS IN YEAR





The bad news  
is **TIME** flies.  
The good news  
is you're the pilot.

**Internal Locus:** knowing what is within your control and control it

**External Locus:** Luck/ chance

# TIME MANAGEMENT

- It's about “setting the pace” to reach your goals!
- **Effective Time Management:**
  - Depends on the ability to organise & plan time effectively
- **Helps You To:**
  - Set goals & targets for your studies
  - Evaluate your progress regularly
  - Stay organised



# 60:30:10 PRINCIPLE FOR STUDY TIME

- ❑ Allow **60%** of your time for general study preparation
- ❑ Allow **30%** for focused & intensive study
- ❑ Allow **10%** of your time for exam preparation & revision

## *UNISA SUCCESS FORMULA*

- ❑ **8 hours** per **week per** semester modules
- ❑ **4 hrs** for **annual** modules

# TIME WASTERS

- ❑ Poor planning & lack of objectives.
- ❑ Lack of deadlines & crisis management.
- ❑ Laziness and too much sleep
- ❑ Lack of self-discipline.
- ❑ Never finishing tasks, can't say "No"
- ❑ Media (TV, Magazines...)
- ❑ Unanticipated events (Uninvited Guest)
- ❑ Wasted online time (MXIT, Face book, Twitter, Mig33)



# TIME SAVERS

- Get started as soon as possible
- Make a to do list / Plan your time
- Prioritise / Focus on one task at time
- Establish deadlines for every task
- Year Planner in UNISA My studies, and Myunisa schedule - per module (calendar by week, lecturers deadlines,
- Use calendars / diary / cellphone
- Each day needs to have a purpose
- Lost time need to be recovered



# TIME TABLE

- ❑ **Count** all the pages in your guide and text book and **divide them into days left.**
- ❑ Helps you see **how much time you will need to study each day** in order to be ready for exams.
- ❑ **Plan how you will use the time** leading up to your exam-it is better to plan frequent short revision sessions around 50 min; as longer sessions are less effective to recall.
- ❑ **A week in hand**
- ❑ Be flexibility in case of illness
- ❑ Spend more time on something proves difficult

# TIME MANAGEMENT STRATEGIES

- ❑ **Flexibility:** Allow extra time for Unforeseen Obstacles (UFO's)
- ❑ **Floating tasks: can be done anywhere, anytime.** Carry around a book that you need to read, some cards to review, or a letter that you need to write, tape notes and listen on your phone while on bus.
- ❑ **Survival : Self-sacrifice and denial** are necessary during midterms and finals weeks. **Scrap everything that's not absolutely essential for survival.**
- ❑ **Delegate.** Get someone else to do it. Ask someone to look after your children while you study or to do the housework.
- ❑ **Tell family and friends of UNISA expectations, exams – to get support needed**
- ❑ **Social networks off- sacrifice.** Unless if used for academic purposes
- ❑ **Re-prioritize.** Change the importance of various tasks. Reconsider the number of hours of work you're willing to spend per week, the number of hours you want with the family, and the number of hours for yourself.
- ❑ **Make time for short breaks ( for relaxation, energising yourself)**



# DAILY

- Track progress / time management
- Questions**
- What have you done today to make you feel proud?
- What are you doing after workshop that relates to your studies; assignments; exam preparation
- Make a to do list**

# TASK VALUE

- Each part of course = Relevant & Important for career
- Take note of exam chapters – value them
- Higher you value task = more effort & learning
- Higher task value - more course satisfaction & commitment
- Your attitude needs to show you value your course
- Monitor your effort

# ORGANISE YOUR MATERIAL

- ❑ Have the **subject guide** and **objectives**, any information about exam and a complete set of lectures, note for your subjects.
- ❑ Organise your notes in a ring binder, file so that they can reflect the topics in the course outline.
- ❑ Information should be well indexed, summarized and easily accessible for revision purpose.
- ❑ Organise exam papers, assignments with corrections to work on as well

# PRIORITISE YOUR SUBJECTS

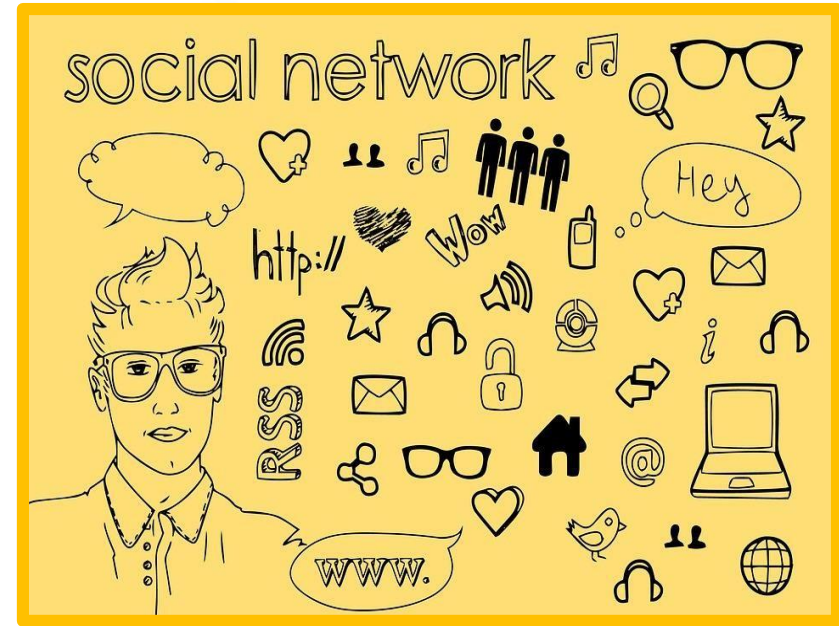
- Which subjects do you do the best at ( theory/ practical/ numbers)?
- Which subjects do you find difficult?(You can spent more time on it, in order to achieve the average percentage).
- Find out whether you have to answer questions in all areas or whether you can limit the range of topics you need to prepare e.g. **Read only.**

# ONLINE GROUP DISCUSSIONS

- ❑ Tools allow individuals to access a virtual environment remotely.
- ❑ Participants can post their views.
- ❑ Participants can post questions and concerns.
- ❑ Participants can receive feedback from other participants and/or from a moderator.

# TIPS FOR EFFECTIVE ONLINE DISCUSSIONS

- Convey Clear Expectations.
- Adjust to the Discussion Board.
- Clarify Your Role.
- Provide Feedback and Coaching.
- Track Participation.
- Offer Groups and Discussion Board Alternatives.
- Create Questions You Care About.
- Select Discussion Leaders.

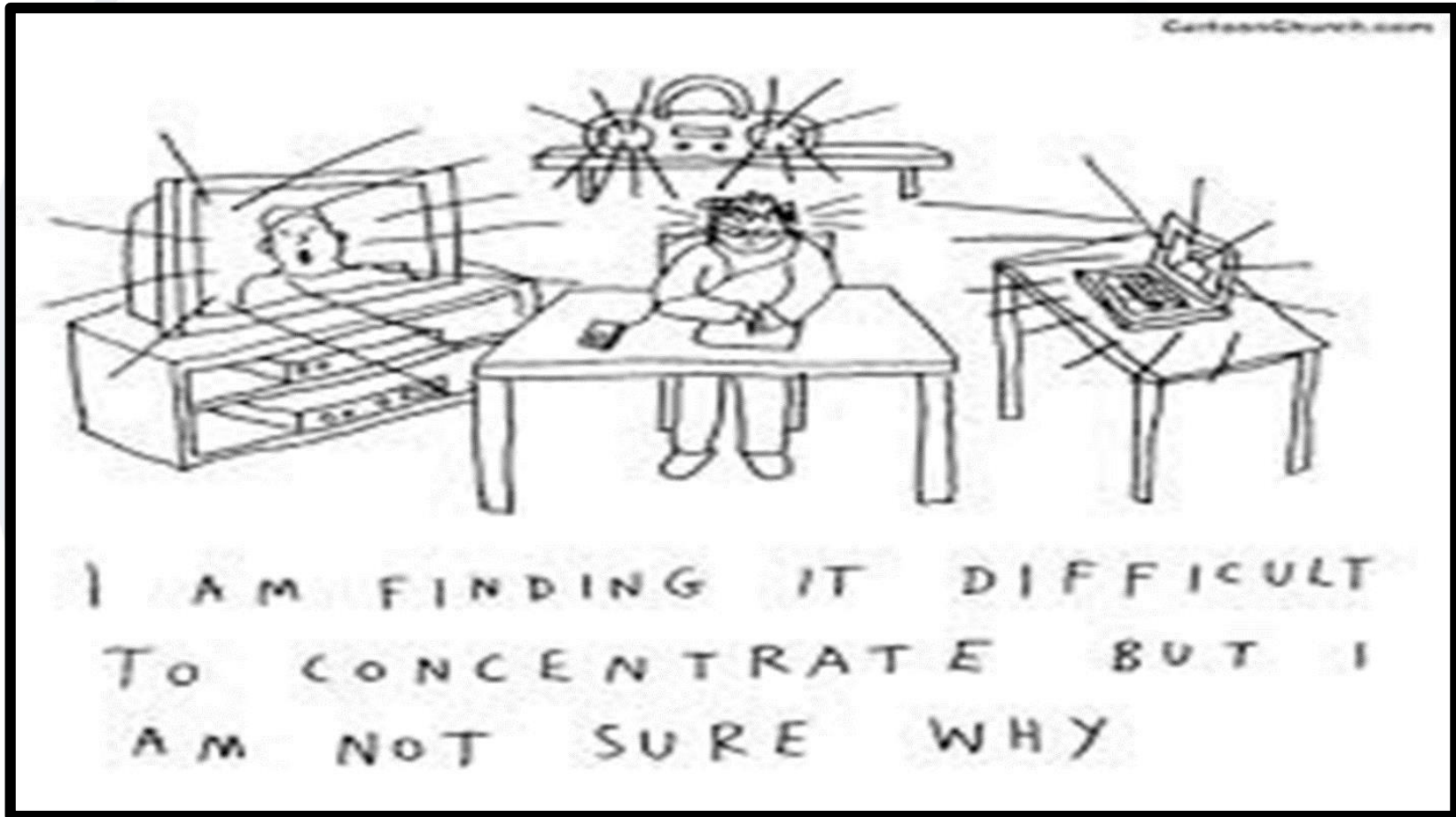


# CONCENTRATION & MEMORY

- ❑ **To concentrate is to:** direct your mental powers or your efforts towards a particular activity, subject or problem



# WHAT AFFECTS YOUR CONCENTRATION





# STUDY MISTAKES STUDENTS MAKE

- ❑ Using a **passive approach** to learning
  - ❑ E.g. Rote learning (parrot fashion learning)
  - ❑ Not enough to know the work off by heart
- ❑ **Reading without understanding**
- ❑ **Not having goals**
- ❑ **Not using study guide ( need to use both)**
- ❑ **Not revising /testing self on work learnt**
- ❑ **Studying at last minute – high pressure & stress**
- ❑ **Cross-night studying- failing to sleep**
- ❑ Being **scared** of trying new learning techniques
- ❑ **Not asking for help** - other students, lectures, tutors

# DIFFERENT TYPES OF LEARNING STYLES

## What is my learning style

- **Visual (spatial):** You prefer using pictures, images, and spatial understanding.
- **Aural (auditory-musical):** You prefer using sound and music.
- **Verbal (linguistic):** You prefer using words, both in speech and writing.
- **Physical (kinesthetic):** You prefer using your body, hands and sense of touch.
- **Logical (mathematical):** You prefer using logic, reasoning and systems.
- **Social (interpersonal):** You prefer to learn in groups or with other people.
- **Solitary (intrapersonal):** You prefer to work alone and use self-study.

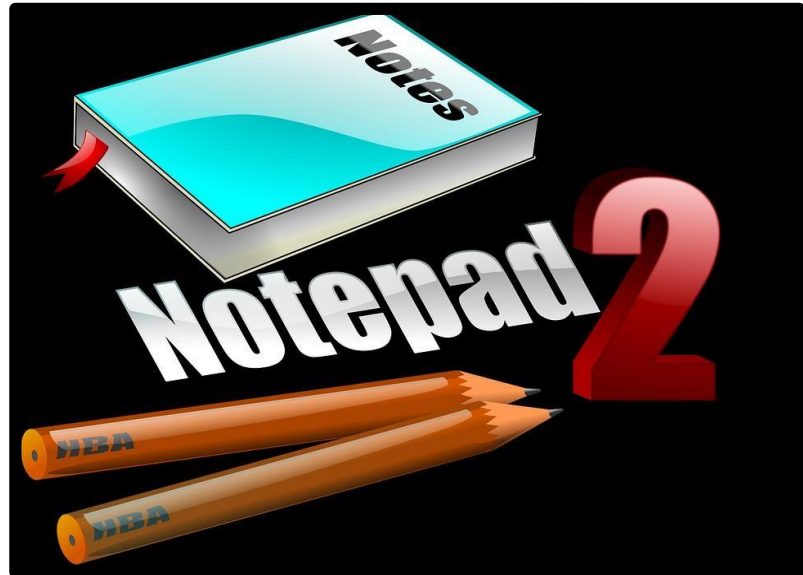


# ACTIVE LEARNING

- ❑ **Read with understanding**
  - ❑ Objectives of your study unit
  - ❑ Overview of the question at the back of the chapter
- ❑ **Write key words**
- ❑ **Summaries**-in your own words
- ❑ **Mind maps/diagram** e.g. an elephant-label
- ❑ **Questions**-draft some questions test your knowledge of the material you have just studied (act as if your lecturer)
- ❑ Cover sections of your notes and try to recall the missing information
- ❑ **Explain** – explains a topic to a friend to see if you can clearly express the concepts in your own words.
- ❑ **Flash cards**

# REMEMBER NOTE TAKING METHODS

- Choose the method you feel most comfortable using/ fits with your learning style
  - Cornell method
  - Mind mapping
  - Outline method
  - Boxing method
  - Charting method



# LEARNING THROUGH CLASSIFICATION

- Grouping together information on the same topic

<u>Cars</u>		
<b>Ferrari</b>	<b>Opel</b>	<b>Mercedes</b>
<b>Speed</b>	<b>Safety</b>	<b>Class</b>
<b>Expensive</b>	<b>Affordable</b>	<b>Pricy</b>
<b>Stylish</b>	<b>Practical</b>	<b>Status</b>

# LEARNING THROUGH ACRONYMS

- ❑ Create pronounceable words:
  - ❑ WHO : World Health Organisation
  - ❑ LOL: Laugh out loud
  - ❑ UNISA : University of South Africa
  - ❑ BRICS: Brazil, Russia, India, China and South Africa
- ❑ Puts chunks of information together so that you don't have to remember large amounts of text
- ❑ Serves as a retrieval cue

# STUDY TECHNIQUES

- ❑ **SQ4R** is a method of **reading** and studying textbooks.
- ❑ It's an acronym for: **Survey, Question, Read Respond, Record, and Review.**
- ❑ When using this method, complete all the steps initially, then choose which are most effective for you and your courses.

## SQ4R

**SURVEY** - Look over the chapter. Read the subheadings, picture captions, highlighted vocabulary words, etc.

**QUESTION** - Turn titles, headings, subheadings into questions. Read chapter or study guide questions.

**READ**<sup>1</sup> - Answer questions as you read. Slow down when difficult to understand. Re-read important parts, etc.

**RECITE**<sup>2</sup> - Read a section at a time then say out loud what you have read. Take notes on things to remember.

**RELATE**<sup>3</sup> - Connect information to things you know or meaningful experiences (videos, science labs, field trips, etc.)

**REVIEW**<sup>4</sup> - Skim over reading material. Recite and quiz yourself.

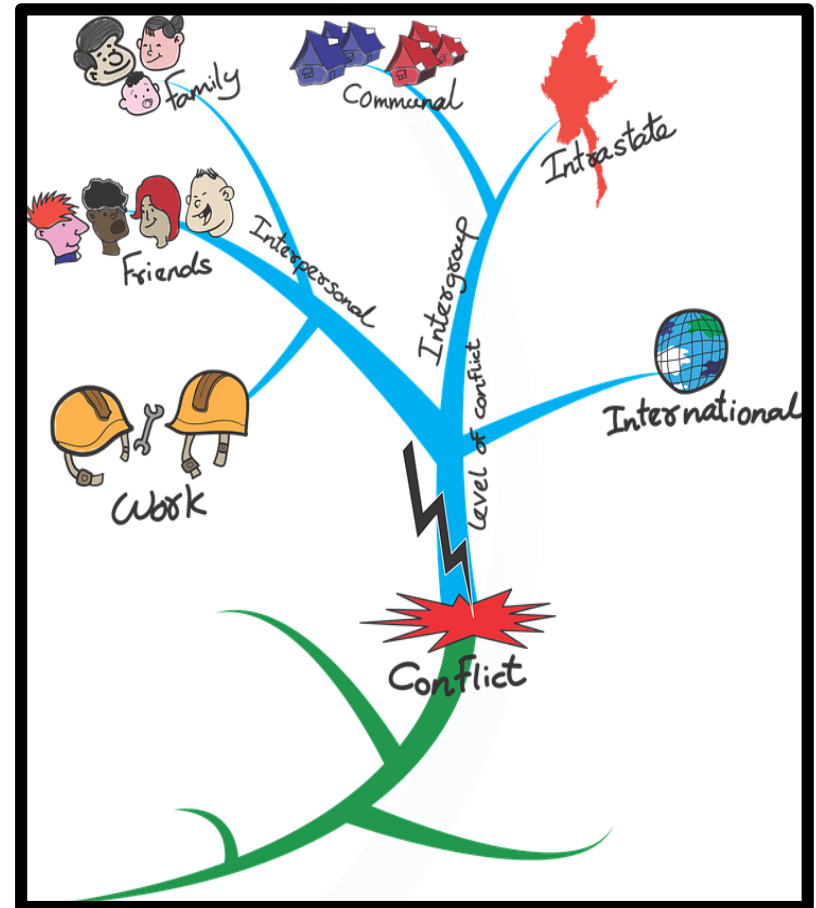
# LEARNING THROUGH ASSOCIATION

- ❑ Process where you relate something you already know to the academic material you want to remember.
- ❑ Aligning keywords from the academic text with aspects from real life that you already know:
  - ❑ Auntie = Schizophrenic
  - ❑ Map of Italy = Boot



# MIND MAPS

- ❑ Is a technique for **visualizing connections** between many related ideas or pieces of information.
- ❑ **A non-linear**, graphical layout is used to create a web of relationships around a central **concept, idea, or problem.**
- ❑ Mind mapping is one of the **most powerful** techniques in accelerated learning
- ❑ The advantages of mind mapping: **fast, fun, effective**



# DAILY MEMORY TIPS

- ❑ Pay attention & concentrate
- ❑ Ensure that you understand your work
- ❑ Link your work to prior knowledge
- ❑ Review and rehearse your summaries regularly
- ❑ Ensure you use good note taking strategies
- ❑ Use a multi-sensory learning modality
  - ❑ Utilise all your senses (Audio ~ Visual ~ Physical)
- ❑ Group & divide information into common properties

# STRUGGLING TO CONCENTRATE - TIPS

## **STOP!!**

When you notice your thoughts wandering, say to yourself “**STOP!**” and then gently bring your attention back to where you want it to be

## **ATTENDING**

This is about maintaining concentration and not giving in to distractions

## **WORRY TIME**

Make a specific time to worry (10 minutes) there after re focus on what needs to be done. Timed fresh air, break with social networks off

# PROBLEM SOLVING - SUBJECTS

- ❑ Subjects such as Maths, physics, chemistry, accounting, Stats, etc. involve a lot of problems solving exercises.
- ❑ Requires practises, self assessment
- ❑ Solve at least one of each of the types of problems found in every section. Especially the one you find difficult.
- ❑ **Study 50 min – break 10 min**



NO MATTER  
HOW YOU FEEL.  
GET UP, DRESS  
UP, SHOW UP  
AND NEVER  
GIVE UP.

**Thank you**