



# STUDY SKILLS

With emma and emily

# PARTNER DISCUSSION

- What is different about your lists? Similar?
  - Is there something that you might borrow from their list?
1. How do you decide what order to work on things and how much time to commit to them?
  2. How do you take notes for your classes? Does it differ by class? How do you decide what to write down?
  3. How do you annotate your readings?
  4. How do you make sure that you're prepared for class?

# ORGANIZING LIFE & SCHOOL

Everyone has their own style that works for them!! The key is to remain consistent with whatever you use.

Examples:

- Each of yours
- Emma's
  - Syllabus calendar, phone calendar for meetings/events, & weekly To Do lists
- Emily's
  - Planner – monthly goals, planning for large assignments, weekly pages, weekly goals/ to-do, spare notes/ planning
  - Outline for my 'typical week'
  - Of course its all COLOR CODED

# NOTE TAKING

Establish how you want to take your notes for each class and remain consistent!

## **Examples:**

- Each of yours
- Emma's
  - Discussion based: organize by day and then write down things I hadn't thought about. If citing text in class I draw a box around what we discussed and label it page # Q # in my notes.
  - Lecture based: take notes off of board, again things that weren't obvious to me in the readings, if PowerPoint is available online write down more on the comments and extra information the professor says during lecture.
- Emily's
  - Each class is outline style – so I make a header and then indent bullet points under it as needed, when the topic in class shifts I create a new header
  - For exam based classes I will leave a 2inch column to the left of my writing so when I go back over my notes I can create additional notes to my self or if a professor jumps around in lectures it help me keep my notes neat – with discussion based I found I did not use the extra space as much so I don't leave it open
  - Each of my classes I use highlighters to understanding the readings so I transfer the same color coding to my notes (exam based classes always have a color for places I have questions, and reoccurring topics)

# HOW TO READ & ANNOTATE

Establish how you want to read and make notes for each class and remain consistent!

## **Examples:**

- Each of yours
- Emma's
  - Highlight and underline/box in/bracket with pen, if in a thin page book just pen. Summarize main ideas in the margins so I can go back and find specific things when writing a paper or discussing in class
  - Research for paper readings: copy and paste or transcribe important quotes that might be relevant to the paper in a word document. (usually twice as long if not more than the paper should be)
- Emily's
  - COLOR CODE – this color coding will be the same for note taking in class notes
  - Research I create a word document with the citation of the source and type quotes as I am reading – this is normally x2 or x3 as long as the paper will be
  - For regular reading I highlight in text and write notes on the side; if I cannot focused I will write a summary of what I read at the end of each page or in my note book- this is the same outline style as my notes



# FINDING YOUR PRODUCTIVE SELF

- WHAT:
  - How much time can you actually spend on this task?
- WHERE:
  - Everyone works best in different atmospheres, where is your favorite place to work?  
Public and noisy? Alone? Silent spaces of the library?
- WHEN:
  - What time of day you can get the most done?
- HOW:
  - How do you make a distraction free environment?
  - What do you do with your phone/social media to avoid the temptation?



# MAXIMIZING PRODUCTIVITY

- Stick to a **routine**! The when/where staying the same helps teach your body and mind that it is time to “zone in”
- **Timers**! Your body can only work constantly for so long, studies show around 20 minutes is when productivity drops off, if yours are shorter that's fine!
  - Noisili: White noise website. You can mix your favorite white noises and set a timer so that it turns off when time is up.
  - Just your phone timer
  - Film Scores: Great wordless music to make you feel like you're accomplishing a lot, particularly while writing
- Put notifications on DO NOT DISTURB, flip over phone and set it a nice reach away
- Taking a break: take a little walk! To the cstore, printers, or just a loop outside or through the building. Change which walls you are staring at and stretch your muscles
- Know which environment you work the best in – do you need silence, do you like to have natural white noise of people talking, are you able to work in your room without being distracted by hall mates, a bed calling your name, or other distractions, etc. (also remember that studies have shown people who work and relax in the same environment are  $\frac{1}{2}$  as productive as those who do it in separate places – its all about training your brain)
- If you are struggling with finding the right balance of noise ask around or ask us about our favorite spots at different noise levels