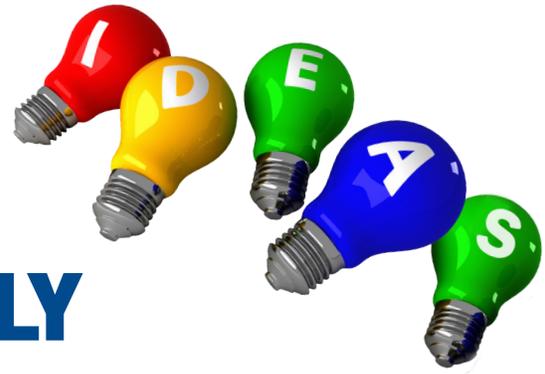


10 TIPS FOR STUDYING EFFECTIVELY



- 1. Manage Time.** Like many learners, you are likely [juggling multiple priorities](#) and may be trying to complete your learning activities “off the side of your desk.” Be sure to allocate a reasonable number of hours each week for all of your “school-related” tasks (e.g., reading, group work, assignments), not just your time for scheduled classes.
- 2. Get Organized.** It’s not only your paper files that need organization, but your computer as well. Create folders for various classes or topical areas for research you’ve come across. Use bookmarks/folders in your web browser to mark helpful websites. [Browsys](#) enables you to create, search, and share virtual folders.
- 3. Improve Your Focus.** Start by knowing what *you* need to ensure you can focus (e.g., some like a quiet, organized space, others prefer a noisy coffee shop). Explore techniques like [mindfulness](#) or listen to [Baroque](#) music to maximize your studying effectiveness.
- 4. Use the Library.** The library is still a great source of information, even for e-learners; many provide tutorials or one-on-one support.
- 5. Avoid Procrastination.** Putting off important tasks until tomorrow or the next day can be dangerous. Ensuring you meet deadlines, even in an e-learning setting, is extremely important; not only will it help to maximize your grades, it will also reduce your stress level and sense of feeling overwhelmed by overdue projects.
- 6. Actively Participate.** Returning to “school,” whether online, in self-directed courses, or in a traditional “bricks and mortar” setting, can be lonely and isolating for busy adult learners. However, most students agree that the richest learning comes from discussions with other students and/or the instructor. Try to make time for offline discussions, too - whether in a coffee shop or a virtual meeting place like “[Google Hangouts](#).”
- 7. Find a “Study Buddy.”** Working with a partner or a small group of co-learners can create synergies that simply don’t happen when you’re studying alone. Choose co-learners you trust and ask for honest feedback. Exchange written assignments at the proofreading/editing stage for a “second set of eyes.”
- 8. Use a Writing Style Guide.** Your educational institution may require you to use a style such as [APA](#), [MLA](#), or [Chicago](#). If not, create your own style guide to keep your ensure your punctuation, heading style, font, and line spacing consistent. Proofread all work with this style guide in mind.
- 9. Understand Plagiarism.** The general rule of thumb is that if it’s not your original words or idea, you must cite the source appropriately. Take this plagiarism [self-test](#). According to the [Little Brown Handbook](#), don’t stack the deck, exaggerate, oversimplify, or misquote.
- 10. Access Support.** To get started, check out some of these great links - [Study Skills Handouts](#) (Kwantlen Polytechnic University), [Study Skills for Distance Learners](#) (Mount Saint Vincent University), [Distance Education Study Tips](#) (Charles Sturt University), and [Study Skills for the Online Adult Learner](#) (Military.com Education).

imagine achieve excel



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